

AGENDA

Meeting: Trowbridge Area Board
Place: The Cotswold Space - County Hall, Trowbridge BA14 8JN
Date: Thursday 19 July 2018
Time: 7.00 pm

Including the Parishes of Hilperton, North Bradley, Southwick and West Ashton

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 Kieran Elliott committee@wiltshire.gov.uk, direct line or email committee@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 Graham Payne, Drynham (Chairman)
Cllr Deborah Halik, Lambrok
Cllr Ernie Clark, Hilperton
Cllr Horace Prickett, Southwick (Vice-Chairman)
Cllr Edward Kirk, Adcroft
Cllr Stewart Palmen, Central
Cllr Steve Oldrieve, Paxcroft
Cllr David Halik, Grove
Cllr Peter Fuller, Park

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County Hall, Trowbridge
Bourne Hill, Salisbury
Monkton Park, Chippenham

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Public Participation

Please see the agenda list on following pages for details of deadlines for submission of questions and statements for this meeting.

For extended details on meeting procedure, submission and scope of questions and other matters, please consult [Part 4 of the council's constitution](#).

The full constitution can be found at [this link](#).

For assistance on these and other matters please contact the officer named above for details

	Time
<p>1 Apologies</p>	7.00pm
<p>2 Minutes (<i>Pages 5 - 14</i>)</p> <p>To approve the minutes of the meeting held on 24 May 2018</p>	
<p>3 Declarations of Interest</p> <p>To receive any declarations of disclosable interests or dispensations granted by the Standards Committee.</p>	
<p>4 Chairman's Announcements (<i>Pages 15 - 18</i>)</p> <p>To include the following:</p> <ul style="list-style-type: none"> i. Youth Parliament ii. Special Schools Consultation 	
<p>5 Visiting Cabinet Representative</p> <p>Councillor Jane Davies, Portfolio Holder for SEND and Safeguarding, will be in attendance to discuss Special Schools</p>	7.05pm
<p>6 Partner Updates (<i>Pages 19 - 34</i>)</p> <p>To note the written reports and receive any updates from the following:</p> <ul style="list-style-type: none"> i. Wiltshire Police ii. Dorset and Wiltshire Fire and Rescue Service iii. Trowbridge Community Area Future (TCAF) iv. Town and Parish Councils v. Local Youth Network vi. Trowbridge Wellbeing Centre Development Group vii. Safer and Supportive Communities Group viii. Health and Wellbeing Group 	7.25pm
<p>7 Funding (<i>Pages 35 - 64</i>)</p> <p>a. Community Area Grants</p> <p>To consider the following applications:</p> <ul style="list-style-type: none"> i. Hilperton Village Hall – New Tables - £930.82 ii. 1st Hilperton Rainbows Storage Shed - £789-94 <p>b. Youth Grants</p> <p>To consider the following applications:</p>	8.10pm

- i. Trowbridge Arts – Music for young people BY young people - £3060.00

c. Community Area Transport Group

To consider the following applications:

- i. Issue 6185 – Trowbridge Rugby Club – New Road markings - £350.00 subject to parish council contribution of £100.00

8	<p>Bowyers Site</p> <p>To receive any updates regarding the Bowyers Site development.</p>	8.25pm
9	<p>Wiltshire Walking Project and CEM Updates <i>(Pages 65 - 68)</i></p> <p>To receive an update from the Community Engagement Manager including a proposal to award £1000.00 toward the costs of the local elements of the Wiltshire Walks project.</p>	8.30pm
10	<p>West Ashton Road</p> <p>To receive any updates on the impact arising from road works delays</p>	8.40pm
11	<p>Urgent items</p> <p>Any other items of business which the Chairman agrees to consider as a matter of urgency.</p>	8.50pm

MINUTES

Meeting: TROWBRIDGE AREA BOARD
Place: The Cotswold Space - County Hall, Trowbridge BA14 8JN
Date: 24 May 2018
Start Time: 7.00 pm
Finish Time: 9.20 pm

Please direct any enquiries on these minutes to:

Stuart Figini Email - Stuart.figini@wiltshire.gov.uk or Telephone 01225 718221 ,Tel: or (e-mail) committee@wiltshire.gov.uk

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

In Attendance:

Wiltshire Councillors

Cllr Graham Payne (Chairman), Cllr Deborah Halik, Cllr Ernie Clark,
Cllr Horace Prickett (Vice-Chairman), Cllr Edward Kirk, Cllr Stewart Palmen,
Cllr Steve Oldrieve, Cllr David Halik and Cllr Peter Fuller

Also in attendance:

Councillor Richard Clewer
Councillor Toby Sturgis

Total in attendance: 45

<u>Agenda Item No.</u>	<u>Summary of Issues Discussed and Decision</u>
1	<u>Election of Chairman</u> Resolved: To appoint Cllr Graham Payne as Chairman of Trowbridge Area Board for the 2018/2019 municipal year.
2	<u>Election of Vice-Chairman</u> Resolved: To appoint Cllr Horace Prickett as Vice-Chairman of Trowbridge Area Board for the 2018/2019 municipal year.
3	<u>Apologies</u> <p>There were no apologies.</p>
4	<u>Minutes</u> Decision The minutes of the meeting held on 15th March 2018 were agreed as correct record and signed by the Chairman.
5	<u>Declarations of Interest</u> <p>Councillor Steve Oldrieve and Councillor Stewart Palmen declared a personal interest in agenda item 7 (c) (i) Local Youth Network Grants – St Johns Church, Upper Studley, Trowbridge as they were both members of St Thomas’ Church, Trowbridge. Councillors Oldrieve and Palmen indicated that they would remain in the meeting but would not vote on the funding request.</p>
6	<u>Chairman's Announcements</u> <p>The Chair drew attention to the following announcements available in the agenda pack:</p> <ul style="list-style-type: none"> • Becoming a foster carer • Salisbury Recovery
7	<u>Funding</u> <p>(A) The Area Board considered the following applications to the Community Area Grant Scheme 2011/12:</p>

- i. Trowbridge Sports Forum
The sum of £4,600 was requested for Active Trowbridge New Vehicle. On the motion of Councillor Steve Oldrieve, seconded by Councillor Stewart Palmen, it was
- Decision**
The Area Board awarded the sum of £4,600 to Trowbridge Sports Forum.
Reason: The application met the Community Area Grant Criteria 2018/19.
- ii. Friends of Southwick Country Park
The sum of £800 was requested for tools for use by new volunteers. On the motion of Councillor Horace Prickett, seconded by Councillor Steve Oldrieve, it was
- Decision**
The Area Board awarded the sum of £800 to Friends of Southwick Country Park.
Reason: The application met the Community Area Grant Criteria 2018/19.
- iii. West Wilts Multi Faith Forum
The sum of £900 was requested for Computers for growing English classes and expansion project. On the motion of Councillor Steve Oldrieve, seconded by Councillor Stewart Palmen, it was
- Decision**
The Area Board awarded the sum of £900 to West Wilts Multi Faith Forum.
Reason: The application met the Community Area Grant Criteria 2018/19.
- iv. Friends of The Down Cemetery
The sum of £798 was requested for cemetery nature project. On the motion of Councillor David Halik, seconded by Councillor Steve Oldrieve, it was
- Decision**
The Area Board awarded the sum of £798 to Friends of The Down Cemetery.
Reason: The application met the Community Area Grant Criteria 2018/19.
- v. Larkrise Community Farm
The sum of £3,875 was requested for a sensory classroom project. On the motion of Councillor Steve Oldrieve, seconded by Councillor Stewart Palmen, it was

Decision

The Area Board awarded the sum of £3,875 to Larkrise Community Farm.

Reason: The application met the Community Area Grant Criteria 2018/19.

vi. **Iford Arts**

The sum of £925 was requested for Gingerbread – Iford Arts education outreach 2018. On the motion of Councillor Steve Oldrieve, seconded by Councillor Stewart Palmen, it was

Decision

The Area Board refused to award the sum requested.

vii. **Trowbridge Amateur Swimming Club**

The sum of £5,000 was requested for starting blocks for the swimming club. On the motion of Councillor Steve Oldrieve, seconded by Councillor Peter Fuller, it was

Decision

The Area Board awarded the sum of £5,000 to Trowbridge Amateur Swimming Club.

Reason: The application met the Community Area Grant Criteria 2018/19.

viii. **Friends of Larkrise School**

The sum of £3,200 was requested for an interactive floor projector – school community project. On the motion of Councillor Stewart Palmen, seconded by Councillor Deborah Halik, it was

Decision

The Area Board awarded the sum of £3,200 to the Friends of Larkrise School.

Reason: The application met the Community Area Grant Criteria 2018/19.

ix. **Frogs Studley Green PTA**

The sum of £946.03 was requested for a garden project. On the motion of Councillor Horace Prickett, seconded by Councillor Deborah Halik, it was

Decision

The Area Board awarded the sum of £946.03 to Frogs Studley Green PTA.

Reason: The application met the Community Area Grant Criteria 2018/19.

x. **Neighbourhood Watch Signs**

The sum of £79 was requested for neighbourhood watch signs. On the motion of Councillor Deborah Halik, seconded by Councillor Ernie Clark, it was

Decision

The Area Board awarded the sum of £79 for neighbourhood watch signs.

Reason: *The application met the Community Area Grant Criteria 2018/19.*

(B) The Area Board considered the following application to the Health and Wellbeing Grants Scheme 2018/19, adopting the recommendations of the Health and Wellbeing Group:

i. Trowbridge Town Council

The sum of £2,684 was requested for walking sports. On the motion of Councillor Deborah Halik, seconded by Councillor Steve Oldrieve, it was

Decision

The Area Board awarded the sum of £1,342 to Trowbridge Town Council.

(C) The Area Board considered the following applications to the Local Youth Network Grants Scheme 2018/19, adopting the recommendations of the Local Youth Network:

i. Sea Cadets at St Johns Church, Upper Studley, Trowbridge

The sum of £2,500 was requested for Trowbridge Sea Cadets. On the motion of Councillor Steve Oldrieve, seconded by Councillor Stewart Palmen, it was

Decision

The Area Board awarded the sum of £2,500 to Trowbridge Sea Cadets at St Johns Church, Upper Studley, Trowbridge.

ii. Trowbridge Community Area Future

The sum of £5,000 was requested for Brighter Aspirations Apprentice. On the motion of Councillor Steve Oldrieve, seconded by Councillor Stewart Palmen, it was

Decision

The Area Board awarded the sum of £5,000 to Trowbridge Community Area Future.

iii. Youth for Christ

Decision

To note the award completed for Youth for Christ for the sum of

	<p style="text-align: center;">£1,500.</p> <p>(D) Community Area Transport Group</p> <p>On the motion of Councillor Horace Prickett, seconded by Councillor Peter Fuller, it was</p> <p style="text-align: center;"><u>Decision</u></p> <p style="text-align: center;">Issue 5997, Newleaze, Hilperton – request for a dropped kerb - £667, agreed subject to Hilperton Parish Council contribution of £333.</p>
8	<p><u>Appointment of Working Groups and Outside Bodies</u></p> <p>The Area Board considered a report requesting the appointment of representatives to Outside Bodies, and to reconstitute and make appointments to Working Groups for the year 2018/19.</p> <p>Resolved:</p> <ol style="list-style-type: none"> 1. To appoint Councillor representatives to the outside bodies as set out in Appendix A of the report. 2. To reconstitute and appoint to the working groups of Trowbridge Area Board as set out in Appendix B of the report, subject to: <ol style="list-style-type: none"> a. Councillor David Halik being appointed as the Councillor representative on the Trowbridge Safer Communities Group 3. To note the Terms of reference for the Working Groups, as set out in Appendix C of the report. 4. To reappoint Sue Chilton as the Older People’s Champion for the Area Board, in accordance with Appendix D of the report.
9	<p><u>Partner Updates</u></p> <p>Updates from partners were received as follows:</p> <ol style="list-style-type: none"> i. Wiltshire Police <p>The written update was noted. Inspector Andy Fee responded to questions about anti-social behaviour in Trowbridge and the action being taken by the Police to combat this issue. He explained that a multi-agency approach to the issue had seen a reduction in anti-social behaviour.</p> ii. Dorset and Wiltshire Fire and Rescue Service <p>The written update was noted. There were no further updates.</p> iii. NHS Healthwatch and NHS Wiltshire Clinical Commissioning Group

The written update was noted. There were no further updates.

iv. Trowbridge Community Area Future (TCAF)

The written update was noted. The Chairman, on behalf of the Area Board, acknowledged that this was the last meeting for Lindsey Millen, Manager of TCAF. He thanked Ms Millen for her hard work with TCAF and wished her well for the future.

v. Town and Parish Councils

Updates were received from North Bradley Parish Council and Hilperton Parish Council. Mr Evans representing North Bradley Parish Council welcomed further discussions with Wiltshire Council about future housing developments in the area. Progress was being made on the Hilperton Local Plan and responses to questions about the Plan were required before The Plan could proceed to the next stage.

vi. Local Youth Network

The Community Engagement Manager responded to questions about the future delivery of youth services in Trowbridge. The Chairman asked for a further update on this matter to the Area Board meeting on 13th September 2018.

Other Bodies

vii. Trowbridge Wellbeing Centre Development group

The Director of Economic Development and Planning reported that additional funding had been secured for the demolition of the County Hall East Wing site, which would take place shortly. It was expected that an outline planning application for the site would be considered on 27th June 2018 following comments from the Environment Agency.

viii. Safer and Supportive Communities Group

The Community Engagement Manager reported that the last meeting of the Group scheduled for 15th May 2018 was cancelled. It was hoped that the appointment of Cllr David Halik to the Group would provide fresh input.

ix. Health and Wellbeing Group

The Area Board were informed of the activities being overseen by the Group, including, a trip to Weymouth for older people, Social events, help from new volunteers and celebrating age event in June 2018.

x. Community Area Transport Group (CATG)

The Area Board noted the minutes of the CATG meeting held on 5th April 2018.

	<p>The Chairman commented on the current administration provided to the CATG and indicated that this may change in the future.</p>
10	<p><u>Brownfield Land Register/Cabinet Member Attendance</u></p> <p>The Area Board received a presentation from Cllr Sturgis, Cabinet Member for Spatial Planning, Development Management and Property about his role within the Cabinet. He commented in particular about Spatial Planning, the success of Neighbourhood plans and gypsy and traveller site allocations. He then responded to a number of questions, including, brownfield sites and the inclusion of new homes within the site allocation plan, the delivery of development on the Bowyers site and consideration of infrastructure requirements prior to the start of large developments.</p> <p>The Chairman thanked Councillor Sturgis for his presentation and responding to the questions from the Area Board.</p>
11	<p><u>Local Enterprise Partnership</u></p> <p>The Area Board received a presentation from Paddy Bradley, Director of the Swindon and Wiltshire Local Enterprise Partnership (SWLEP) about the work of the SWLEP, economic growth zones and SWLEP activities in the Trowbridge area.</p> <p>The Chairman thanked Mr Bradley for his presentation.</p>
12	<p><u>Electoral Review</u></p> <p>The Area Board received a presentation from Cllr Clewer, Cabinet member for Corporate Services, Heritage, Arts & Tourism & Housing about the Electoral Review being undertaken by the Local Government Boundary Commission for England, (LGBCE) to determine both the overall number of councillors on the Council, and the pattern of divisions within the Council.</p> <p>Cllr Clewer explained that the Review was required because 25 Divisions within Wiltshire had a variance from the average in the size of their electorate of more than 10%, and 2 Divisions had a variance from the average of over 30%. In particular Cllr Clewer referred to the current electorate for Trowbridge and the projected electorate for 2024 along with the projected numbers for 2024 in each Parish.</p> <p>The Area Board noted that the LGBCE draft recommendations for the number of Councillors for Wiltshire Council had been delayed. Once the draft recommendations had been released there would be a period of public consultation, prior to final recommendations from the LGBCE and Parliamentary approval. The review's outcome, if implemented, would apply from the next elections in May 2021.</p>

	<p>Cllr Clewer responded to the following questions received from the Area Board:</p> <ul style="list-style-type: none"> • The potential for councillors covering both Parish Council and Town areas. • The minimum number of councillors required for an area to be effective • Future of Area Boards and their influence on the LGBCE recommendation • Future Area Board boundaries • Publication of the LGBCE recommendations <p>The Chairman thanked Cllr Clewer for his presentation, and he encouraged residents and parish councils to submit any comments or views to Wiltshire council at committee@wiltshire.gov.uk.</p>
13	<p><u>The Big Pledge 2018</u></p> <p>The Area Board received a presentation about the ‘Big Pledge 2018’ and were informed that it was launched on Monday 16th April 2018, with a start date of 14th May and goes on until 18th July 2018. This year’s event differed from previous events in as much as it is linked to the Commonwealth Games on the Goldcoast, Australia and those taking part would be logging the amount of time they were exercising rather than the distance covered.</p> <p>The Community Engagement Manager confirmed that 177 people and organisations from the Trowbridge area, including 4 schools, had currently signed up to the Big Pledge 2018.</p> <p>The Chairman encouraged residents, schools and organisations in the Trowbridge area to take part in this year’s event.</p>
14	<p><u>Bowyers Site</u></p> <p>The area Board received an update from the Director of Economic Development and planning about the Bowyers site. He explained that the developer of the site had indicated that they would endeavour to attend the next Area Board meeting in July 2018 to provide an update and respond to questions.</p>
15	<p><u>Trowbridge Health and Wellbeing Centre</u></p> <p>An update on the Trowbridge Health and Wellbeing Centre was provided under Partner Updates above.</p>
16	<p><u>Matters for Consideration at Future Meetings</u></p> <p>The Chairman asked for the following issues to be considered at future meetings of the Area Board:</p> <ul style="list-style-type: none"> • West Ashton Road – The impact on local businesses in the vicinity of West Ashton Road due to road works closing or partially closing this road.

	<p>To be considered at the next meeting of the Area Board in July 2018.</p> <ul style="list-style-type: none"> • Trowbridge Town Hall – The future of the Town Hall following the Trustees announcement that the Town Hall may have to close due to a shortage of funds. An update to be circulated prior to the next Area Board meeting in July 2018.
17	<p><u>Urgent items</u></p> <p>There were no urgent items.</p>
18	<p><u>Future Meeting Dates</u></p> <p>The next meeting of the Trowbridge Area Board will take place on:</p> <ul style="list-style-type: none"> • Thursday 19th July 2018 in The Cotswold Space, County Hall, Trowbridge <p>Future Meeting Dates:</p> <ul style="list-style-type: none"> • Thursday 13th September 2018 in The Cotswold Space, County Hall, Trowbridge • Thursday 8th November 2018 in The Cotswold Space, County Hall, Trowbridge • Thursday 10th January 2019 in The Cotswold Space, County Hall, Trowbridge

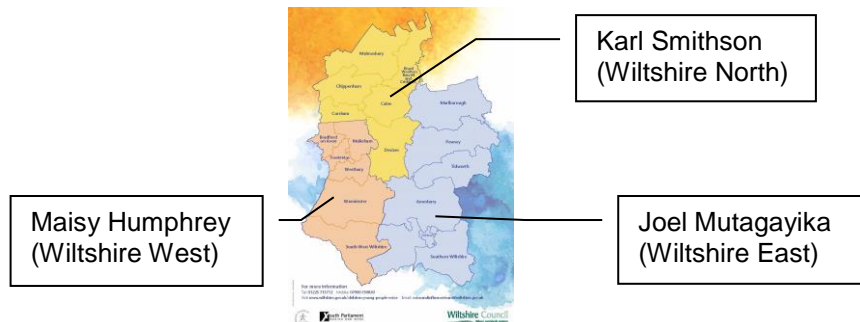
Agenda Item 4

Chairman's Announcements

Subject:	UK Youth Parliament Elections and Activity
Officer contact:	Judy Edwards judy.edwards@wiltshire.gov.uk 07900 759830

1. UK Youth Parliament 2018 elections and activity

UK Youth Parliament provides opportunities for 11-18 year olds to use their elected voice to bring about social change through meaningful representation and campaigning. Members of Youth Parliament (MYPs) are elected annually in every part of the UK. There are currently 349 MYPs. MYPs are encouraged to meet with MPs and local councillors, organise events, run campaigns, make speeches, hold debates and ensure that the views of young people are listened to by decision makers. The most important aspect of any MYP's job is to make sure they represent the views of the young people in their constituency. Wiltshire has three seats on the UK Youth Parliament, with the term of office commencing on 1 March. Information about Wiltshire's MYPs for 2018/19 can be found [here](#).



The role of the MYP is increasingly being recognised at a local and national level. UK Youth Parliament seeks opportunities for MYPs to meet regularly with government ministers, members of the opposition and civil servants. UK Youth Parliament also works to promote the role and influence of MYPs to service providers, e.g. the transport industry and health services.

2. Youth Parliament programme

MYPs come together for an Annual Conference each July at which they debate manifesto points and vote on **ten** issues to take to a national [Mark Your Mark campaign](#). Schools and youth groups are encouraged to register to take part in debate and discussion about these 10 issues, and then vote for those which are most pertinent to them. Almost 1m ballots are cast each year. The top **five** issues are then taken to a debate in the [House of Commons](#) which is chaired by the Speaker of the House. Following these debates, MYPs vote to decide which **two** issues should become the UK Youth Parliament's priority campaigns for the year ahead.

3. 2018 campaigns

The two priority campaigns for 2018 are: i) [Votes at 16 in all public elections](#) and ii) [A curriculum for life](#).

Wiltshire's MYPs have also agreed a set of their own local priorities which they would like to progress in partnership with elected members:

- Bus passes for those under 18
- Whole county litter picking days to include all Wiltshire schools
- Railway station in Devizes

Chairman's Announcements

- Use of new materials for road repairs – plastic roads
- Increase special school provision
- Revisit youth centre provision

4. Wiltshire Assembly of Youth

MYPs are expected to take a leading role in the Wiltshire Assembly of Youth (WAY). WAY is a forum for young people in Wiltshire to express their experience of the needs of children and young people, give their views on services, and offer consultation over policy.

5. Meet your MYP

Councillors are encouraged to contact their MYP, to introduce them to the work of the Council, discuss how the 2018 campaigns can be supported, and encourage wider debate and discussion with young people at Area Board and Full Council level. To make contact and for more information, please contact:

judy.edwards@wiltshire.gov.uk, 07900 759830.

Chairman's Announcements

Subject:	Special Schools Consultation
Web contact:	http://wiltshire.objective.co.uk/portal/education/special_school_provision_in_wiltshire

Over the last few years we have seen significant growth in housing in Wiltshire and this has meant that all our special schools for children and young people with special educational needs and disabilities (SEND) are now full.

We are likely to need at least 220 new special school places by 2026. In the north of Wiltshire this means creating at least 70 additional places for children with complex needs.

We have committed investment to provide these additional places in the north and now it's important to get this right for all our children and young people with complex needs both now and in the future. There are several options to explore how we provide for pupils with special needs in the future and we are encouraging people to have their say by taking part in the consultation which is on the website until 31 July 2018.

http://wiltshire.objective.co.uk/portal/education/special_school_provision_in_wiltshire

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Trowbridge Area Board Report – 19th July 2018.

Barbecues



Barbecues are great when the sun is shining and you have friends and family to visit, but they do carry a fire risk.

- Always position the barbecue on a level site, away from wooden fencing, sheds and hedges.
- Don't place the barbecue on dry grass or vegetation.
- Use firelighters or barbecue fuel to light the coals – NEVER use petrol or paraffin.
- Keep children and pets well away from the cooking area and never leave the barbecue unattended.
- Be careful when grilling fatty foods, as the fat can cause the coals to flare up.
- Don't move the barbecue until it is completely cool, and make sure any remaining charcoal is cold before disposing of it carefully. Ideally use water to damp down the ashes.
- If using a disposable barbecue, make sure it is completely cold before disposal.
- NEVER dispose of hot barbecue ashes in plastic rubbish bins as this can easily start a fire.
- Always have a bucket of water or garden hose to hand in case a barbecue gets out of hand.
- Make sure the controls and cylinder valves of a gas barbecue are turned off before you change the cylinder, which should be done in a well ventilated area. Always check the connections for leaks.
- Store gas cylinders outside and protect them from direct sunlight and frost.
- Make sure your gas barbecue is correctly serviced and that all joints are tightened, safe and secure.
- Never use a barbecue indoors or inside a tent, as they produce potentially lethal carbon monoxide.

Heath fires and countryside safety



When you are out and about enjoying the countryside, there are some things you can do in order to protect our beautiful surroundings and keep you safe.

Large wildfires are thankfully rare but, when they do occur, they can be very serious and affect large areas of the countryside. They also take a great deal of resources to bring under control, which impacts the availability of appliances for property fires and other emergencies.

The Upton Heath fire in Dorset in 2011, for example, damaged approximately 250 acres of the heath and required the mobilisation of 30 fire engines and 11 Land Rovers.

Wildfires can ravish the local wildlife, destroying ecosystems in a matter of hours that have taken years to build up. If a wildfire encroaches upon farmland, then crops and farm buildings can be consumed, and homes that border heathland can also be at risk.

At their worst, wildfires can cause death or injury to people. A developed wildfire creates its own wind, which drives it at speeds faster than people can get out of its way.

Steps you can take to avoid starting a wildfire:

- Avoid open fires in the countryside. If you must have a fire, make sure that you're in a designated safe area.
- Put out cigarettes and other smoking materials properly before you leave your vehicle.
- Do not throw cigarette ends out of your vehicle. They could start a fire and destroy surrounding countryside.
- Don't leave bottles or glass in woodlands, as sunlight shining through the glass can cause a fire to start. Take the items home, or put them in a waste or recycling bin.

- If you see a fire in the countryside, report it immediately. Do not try to tackle a fire yourself; usually they can't be put out with a bucket of water. Please call the fire service and leave the area as soon as possible.
- Ensure that you know your location or a landmark so you can direct the fire service.

Safe and Well Visits- Home safety

The Trowbridge area has a dedicated Fire Service '**Safe and Well**' advisor who can visit people, within their own homes, advising on home safety and wellbeing.

A Safe and Well visit is **FREE** and normally lasts about one hour covering topics such as:

- Using electricity safely
- Cooking safely
- Making an escape plan
- What to do if there is a fire
- Keeping children safe
- Good practice – night time routine and other points relevant to you
- Identifying and discussing any further support the occupier may need

If you have thatch property, are living alone, have a young family, are over 65 or a smoker please get in contact with us. We want to help make you safer in your own home. If you or someone you know has mobility or sight and hearing impairments, please suggest a Safe and Well visit.

Visit <http://www.dwfire.org.uk/news/new-name-new-contact-details-same-service/> to book one.

Response

Total Incidents attended by DWFRS for Trowbridge Area; 01/05/18 – 30/06/18.

DWFRS have responded to 80 incidents in Trowbridge area between the dates above.

Trowbridge Fire Station Responded to a total of 119 incidents county wide in the mentioned time period. Details are listed in the table below.



Category	Incidents in Trowbridge	Off of Station Ground incidents	Total
False Alarm	33	14	47
Fire	23	12	35
Special Service	24	13	37
Total	80	39	119
1st Pump Availability	100%		
2nd Pump Availability	76.7%		

Recent Notable Incidents

None in the Trowbridge area for this reporting period.

In support of other stations, a serious Road Traffic Collision between a lorry and car.

Heathland fire incidents on Salisbury Plain.

The Heavy Rescue Unit responded to 5 incidents.

Community Engagement

Dorset & Wiltshire Fire and Rescue Service provides a free service called a Safe and Well visit. We will visit a person's home by appointment and discuss any safety issues in the home. We will also have a conversation about improving an individual's health and well-being.

If you or someone you know need a smoke alarm, some advice or are worried about what to do in an emergency, contact us for a free Safe and Well visit;

<http://www.dwfire.org.uk/safety/safe-and-well-visits/>

Community Safety Plan

DWFRS Community Safety Plan 2017-2021 outlines our plans for the future. It explains the diverse services we provide and how we plan to improve and deliver them over the four-year period. The plan can be found on the DWFRS website <http://www.dwfire.org.uk/community-safety-plan/>

Andy Green

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Report to Area Board July 2018

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

1. POLICY

1.1 **Community Governance Review (CGR)** – The Town Council Strategy says;

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

When it made a decision on the boundary review in 2016 Wiltshire Council clearly indicated that it would consider areas again once development had taken place. In 2021, once new divisions for Wiltshire Council have been established the following may be considered to be put forward for parish boundary review: **Hilperton Gap, Ashton Park, Southwick Court and** areas subject to a review of **Green Belt**.

1.2 **Review of Wiltshire Council Electoral Divisions** – The Local Government Boundary Committee for England (LGBCE) has commenced a review of electoral arrangements for Wiltshire Council. WC's committee concluded that WC should have 99 councillors, which has been presented to the LGBCE for consideration. The review has been delayed by two months whilst the LGBCE considers the council numbers and in particular how the Area Board system would be impacted by any reduction. It is anticipated that the consultation on the draft warding arrangements will be ongoing when the September P&R Committee is held and the final consultation will be ongoing when the January Committee is held.

1.3 **Policies** – - The Data Protection Policy was approved at Full Council on 15th May and our Privacy Notices published. **To committee approved** the Fraud & Corruption Policy and the Markets Policy.

2. **RESOURCES** – This area is delegated to the Head of Service: Resources & Venues, Juliet Weimar.

2.1 **FINANCIAL RESOURCES**

2.1.1 **Accounts** - **The Council produces quarterly accounts (April-June, July-Sept, Oct-Dec & Jan-March), reported to each spending committee and collectively considered by the Policy & Resources Committee.** The end of year accounts for 2017/18 were approved at the extraordinary Full Council meeting on 26th June. 1st Quarter 2018/19 Accounts will be presented from the end of July.

2.1.2 **Grants** – The Town Council has an adopted Grants Policy which includes a number of Core Grant awards all of which have been applied for this year. Towbridge Guild of Community Service - £500, HELP Counselling - £1000, Hub Management Committee (Seymour) - £1000, Wiltshire Mind - £500, Wiltshire Citizens Advice - £5000, Trowbridge Area Community Link Scheme (TACLS) - £1000. General Grants applications were presented to the committee for consideration. Awards this year are: Group Five - £1000, Back on Track – Stroke Rehab Service - £250, Wiltshire Sight in partnership with Vision West of England - £250, Friends of the Down Cemetery - £500, Revitalise Respite Holidays - £1000, Trowbridge Amateur Swimming Club - £1000, Wiltshire Race Equality Council -

£500, Iford Arts - £400, Monday Wednesday Club - £1000, Alzheimer's Support - £1000, Multiple Sclerosis Therapy Centre - £250, Newtown Residents' Association - £100, The Halve - £150, The Cyber Café for Disabled people (Disabled on line) - £500.

2.2 HUMAN RESOURCES

2.2.1 Leavers: Bill Austin, Deputy Chief Executive left in May.

2.2.2 Starters: Richard Riley Facilities Support Officer 1st April, Natalie Scott, Apprentice Sports Coach 1st April; Jake Redsull, Civic Centre Supervisor, 1st July, Harrison Amor, Sports Coach, 1st June.

2.2.3 Job changes: Hayley Bell has been appointed Head of Service: Leisure & Facilities; Clare Lyall has been appointed Head of Service: Cultural and Neighbourhoods and Juliet Weimar has been appointed Head of Service: Resources and Venues. Paul Weimar has been appointed Civic Centre Manager and Becci Mees has been appointed Deputy Civic Centre Manager.

3. SERVICES

Heads of Services make detailed reports to their respective committees which are published the week before the committee meeting. Trish Carpenter is the Council Secretary responsible for administering these committees.

3.1 NEIGHBOURHOOD & CULTURAL SERVICES – Delegated to the Head of Service: Cultural and Neighbourhoods, Clare Lyall

3.1.1 MUSEUM – The committee met on 10th July. The award-winning museum located in the Shires Shopping Centre tells the story of west of England woollen cloth manufacturing and its influence on the town. We work closely with The Friends of Trowbridge Museum and in partnership with other cultural organisations including Town Hall Arts and Drawing Projects at Bridge House to develop cultural aspects of the community. The Museum closed in June for two years for the expansion project to be implemented.

A full update is available in the Curator's report to committee for meeting on 10th July 2018.

3.1.2 NEIGHBOURHOODS – The committee meets on 10th July. Our Neighbourhoods team look after play areas, recreation grounds and support the activities of Wiltshire Council in looking after our streets.

3.2 RESOURCES & VENUE SERVICES – Delegated to the Head of Service: Resources & Venues, Juliet Weimar. VENUES - The Civic Board (which now reports to the Policy & Resources Committee) is meeting on 24th July 2018. It is responsible for overseeing the commercial operation of the Civic Centre. A full update will be available in the Head of Service report to that meeting.

3.2.3 Civic Centre – Costa Coffee machine – The committee approved the installation of a Costa coffee machine in on a trial 12 month period basis, to support the Civic Centre Rejuvenation Project and Open Day on Thursday 13th September 2018.

3.3 LEISURE & INFORMATION SERVICES – Delegated to the Head of Service: Leisure and Facilities, Hayley Bell. A full update was circulated in the Head of Service report to committee for meeting held on 19th June 2018. Next meets on 28th August.

4. TOWN COUNCIL PROJECTS

4.1 Museum Project – The Town Council Strategy says;

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

Full Council confirmed that it wishes to seek borrowing approval for up to £900,000 towards the project at an annual cost of around £50,000. The HLF has made a grant of £1,172,500 towards the £2.45million project. Around £150,000 of the loan will be required during 2018/19. The Friends of Trowbridge Museum will be making a presentation to the Council at the meeting on 17th July. The Museum has now closed to allow for the logging, cleaning, packing, transporting and storage of the collection prior to construction works being tendered and commencing next year.

4.2 Sports Pitches Project – The Town Council Strategy says;

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

WOODMARSH: The council borrowed £175,000 to purchase Woodmarsh, financed from rent charged to Trowbridge Town Football Club over a new 30-year lease. Wiltshire Council released the remaining funding, from S106 funds and we completed the purchase in 2017. The new lease has now been signed.

DORIC PARK: We are now progressing development of land at Doric Park to provide an all-weather pitch, car-park, changing rooms and possibly squash courts (in conjunction with Trowbridge Squash Club). Other funding is available from S106 and grants such as the Football Foundation and the Rugby Football Union. Framework consultants RLF and QMP have detailed proposals and we have engaged Carter Jonas as our agents. We will now seek to negotiate an agreement with the Rugby Club on access and land transfer.

4.3 Town Park – Refurbishment of Tennis Courts – We received funding from the Lawn Tennis Association (LTA) £50,000 and Area Board £20,000 for refurbishment of the tennis courts and Multi-Use Games Area (MUGA). Main works were completed in 2017, with a new two-tone green and fencing. We have now obtained planning permission for the new low energy floodlights which will be installed using further S106 funding during 2018.

4.4 St George’s Works – Gaiger Bros. subsidiary Tresco Ltd are developing 30 residential apartments. The application also includes a new town council storage facility 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 St George’s Works redevelopment. Preliminary works have been undertaken to allow access to the development site and when completed next year the town council will be able to build its new storage facility. Full Council confirmed that it wishes to seek borrowing approval for up to £300,000 towards the project, at an annual cost of around £15,000 (which was the previous budget annual expenditure on our storage facility at St George’s Works). The developer is making a contribution of £43,752.35 via a S106 agreement and the development will generate around £13,000 of Community Infrastructure Levy.

5. **CIVIC & DEMOCRATIC ACTIVITIES**

5.1 Council Meeting Dates - Council and committee meetings for the next few months are:

Tuesday 17 th July	Full Council
Tuesday 24 th July	Civic Board (2pm)
Tuesday 24 th July	Town Development
Tuesday 7 th August	NO MEETING
Tuesday 14 th August	NO MEETING
Tuesday 21 st August	Town Development
Tuesday 28 th August	Leisure & Information Services

Tuesday 4th September Policy & Resources

5.2 Civic Service – Sunday 22nd July, Trowbridge Museum at 3.30pm followed by light refreshments at St James Church Hall.

5.3 Twinning - Trowbridge is twinned with four communities: **Leer** in Ostfriesland, Germany, **Charenton-le-Pont** on the outskirts of Paris, France, **Elblag** in Poland (with the other four towns in West Wiltshire) and **Oujda** in Morocco.

6. TOWN DEVELOPMENT – Committee meets 24th July & 21st August 2018. The committee considers all regulatory matters consulted on by Wiltshire Council including planning, listed building and tree applications, road closure, traffic regulation orders and licensing matters.

6.1 Commercial

Bowers – www.innoxmills.co.uk are close to agreement with a developer with a track record of developing mixed use sites including significant residential and expect to make an application in 2018.

County Hall East – Wiltshire Council have made a mixed use outline application including the new health facilities to replace the hospital and new leisure facilities (also see 8.1.3 below)

6.2 Housing – Some sites were delayed pending resolution of mitigation measures associated with Bechstein Bats at Biss and Green Lane Wood. The following provides a summary of the situation.

A. Ashton Park and associated sites.

Ashton Park – Persimmon et al. - (mainly in West Ashton and North Bradley Parishes), a revised application [15/04736/OUT](#) for 2,500 houses, employment, facilities, schools, and A350 improvement was permitted by the Strategic Planning Committee on Wednesday 25th April.

Southview Park - Wain Homes development is complete, apart from the cycle/footway to Drynham Rd. New applications [16/00547/FUL](#) [17/12509/FUL](#) have been submitted for part of Ashton Park to the south of Southview Park providing up to 121 new dwellings. Concerns about access via Southview Park, links to the rest of Ashton Park, the LEAP at Southview Park and the cycling and walking network were raised.

B. Sites within the settlement boundary

Charterhouse - [McCarthy & Stone](#) are building at Seymour Rd to provide 40 apartments. [16/03974/FUL](#)

Bradley Road – The former District Council site has been bought by [Newland Homes](#) with permission [17/05669/FUL](#) to provide 79 new homes.

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

Court Mills – [18/03020/FUL](#) Being converted to 7 town houses overlooking the Town Park.

St George's Works – 30 apartments [18/02924/VAR](#) overlooking the Town Park (see 4.5 above).

Courtfield House – Ashford Homes have submitted applications to convert the House and to build 16 houses in the grounds [18/04656/FUL](#).

United Church Buildings – An application for conversion into 25 apartments has been submitted [18/03856/LBC](#).

McDonogh Court – The owners have submitted an application [18/02099/FUL](#) for construction of 20 houses and flats off Polebarn Road.

Clark's Mill – The owners have submitted an application [18/00200/FUL](#) for conversion to 19 dwellings next to the Town Bridge.

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

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

Hilperton Gap 263/297 - (Hilperton Parish) [Framptons](#) submitted a revised application [16/00672/OUT](#) for 170 houses in the Gap, accessed off Elizabeth Way. The Town Council has objected. The Hilperton Neighbourhood Plan which has been consulted on, reluctantly accepted the principle of development in this part of the Gap, whilst retaining the open character close to Hilperton Road near Fieldways. The HSAP has recently increased the capacity of the site to 355.

Southwick Court 3565 – (Southwick and North Bradley Parishes) Savills on behalf of Waddeton Park are promoting development on land between the town boundary and Southwick Court, east of Frome Road. www.landsouthoftrowbridge.co.uk/ indicating road access off Frome Rd, 180 houses.

Elm Grove Farm 613/248 – (partly in North Bradley Parish) Coulston Estates, are promoting development at Elm Grove Farm and land adjacent to Drynham Lane, west of the railway line with a view to bringing the site forward to provide 250 houses and a new school.

Church Lane – Accessed directly off Frome Road is in the town boundary providing 45 houses.

Spring Meadows – This site accessed off Frome Rd is inside the town boundary providing 20 houses.

East of Woodmarsh – This site to the south of the A363 is being proposed for 225 houses.

D. Sites Discounted by Wiltshire Council.

Castle Mead Extension – Persimmon - Application [16/03420/FUL](#) for 272 more homes up to Green Ln Wood was withdrawn. Discounted due to proximity to Green Lane Wood. The Bat reports indicate this site cannot proceed in the foreseeable future.

Ashton Road - (currently in Steeple Ashton – see item 1.2 above) [Taylor Wimpey](#) made a revised application for around 200 homes [16/04468/OUT](#). Now refused due to proximity to Green Lane Wood. The Bat reports indicate that this site cannot proceed in the foreseeable future.

Biss Farm - An application for 267 houses [17/09961/OUT](#), primary school, pub and care-home has been submitted by Persimmon for land north of Leap Gate and east of West Ashton Road, currently allocated for employment uses. Discounted in the HSAP as already allocated for employment.

6.2.1 Housing Sites Allocation Plan (HSAP) – The town council attended the Cabinet meeting at Wiltshire Council on 15th May and Cabinet decided to defer further consideration until July, allowing time for members and town and parish councils to put forward alternative proposals. The Town Council considered this at an extraordinary meeting of the Policy & Resources Committee on 5th June, revised its previous resolutions and encapsulated these into proposed amendments to the Schedule of Changes.

6.3 Wiltshire Core Strategy Review – The Town Council responded to the consultation following resolution at the meeting of the Town Development committee on 5th December. The Town Clerk has submitted the town council's response on the Wiltshire Council online consultation portal.

6.4 Neighbourhood Plans

6.4.1 Holt and Bradford on Avon - Both 'Made' by Wiltshire Council. Now form part of the Wiltshire Council Development Plan and the policies will be given full weight when assessing planning applications that affect land in the areas.

6.4.2 Hilperton – Awaiting referendum following consultation.

6.4.3 West Ashton - Has designated a revised area excluding the areas transferred to the town in 2017.

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

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

6.4.6 Trowbridge Neighbourhood Plan – The work on the Neighbourhood Plan has commenced with the appointment of Planning Street as our consultants and an application to Wiltshire Council for designation. The Committee now needs to establish a Steering Group comprised of at least

three members of the council and at least two other members of the public. **The committee established a Neighbourhood Plan Steering Group comprised of councillors and members of the public.**

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

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

7.1 Transforming Trowbridge – The Town Council is the accountable body for TT, which works with businesses to develop economic activity and support facilities and services which help to create a community which attracts employers and quality jobs.

7.2 Trowbridge Town Team – The Town Council is the accountable body for TTT. The organisation concentrates on developing the entrepreneurial skills of Young People under the GOFISH programme.

7.3 Trowbridge Community Area Future (TCAF) – A charity, originally established as a Community Partnership and supported by the Youth Work Team headed by Sarah Holland. They work with partners to address priorities in the Joint Strategic Assessment in the nationally most deprived communities (Studley Green-10%, Seymour/Adcroft & Longfield-20%). TCAF has received grants from funders as well as an annual grant from the town council. They utilise the Town Council's Cabin at Seymour Recreation Ground on a peppercorn rent and operate a Community Hub in the Shires. Councillors interested in using the hub for surgeries should contact tcaf@trowbridge.gov.uk. **Staff changes and updates:** Lindsey Millen, TCAF Project Manager left TCAF 14th June. Meg Aubrey – TCAF Project Manager Youth and Community Development– start date tbc. Julie Baptista – TCAF Community Project Co-ordinator joins TCAF again as of 18th June. Louise Williams – TCAF Community Administrator – leave for Maternity leave 24th August. Emma Heath – TCAF Youth Support Worker. Mya Wootten – TCAF Youth Support Worker.

7.4 Cock Hill Solar Community Fund. Support local applicants with grants from a £15k/annum fund. Applications should be made to the [Wiltshire Community Foundation](#). Recent consideration has been given to awards for HELP counselling, Wiltshire Racial Equality Council and TCAF.

7.5 Chamber of Commerce – Tracey Parker (Leykers) is President of Trowbridge Chamber.

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.

7.8 Trowbridge Town Hall Arts – A separate report provided by THA was circulated for consideration at the meeting. The Council was due to consider what support it will give this year and in future years to secure the future of the organisation's activities in the Town Hall on 17th July.

8. **WILTSHIRE**

8.1 Wiltshire Council

8.1.1 Waiting Restrictions – Wiltshire Council has confirmed that Trowbridge is one of the towns which will be progressed during 2018/19. All outstanding requests for changes to waiting restrictions were sent to Wiltshire Council, including all the requests related to a potential wide area Residents' Parking Zone (RPZ). We have discussed with the cabinet member (Bridget Wayman) the town council's suggestion that all such requests are progressed by CATG rather than the annual review process in future.

8.1.2 Parish Steward – The Town Council puts forward a priority list each month. Councillors should contact report@trowbridge.gov.uk with any requests for minor maintenance including pot-holes ensuring that the town council can coordinate a priority list. Wiltshire Council has also introduced an additional gully clearing service for those locations not deemed a priority by them

for the Town Council to nominate. Gullies which are silted, weed infested or flooded should be reported as above.

8.1.3 Asset & Service Delegation – In addition to play areas, the Town Park, allotments, closed churchyards and grit bins already transferred, the council may consider in future taking over 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 remaining four-year financial plan. The Town Council would also be interested in the delegation of street trading licensing. No funding is available for town and parish councils taking on additional assets and services.

Street Cleaning - Wiltshire Council undertakes the statutory minimum utilising the barrow operative and the mechanical sweepers, there is no value proposition available to the town council to take on these activities. The alternative option is to leave these activities with Wiltshire Council and their contractors, whilst the town council secures resources to improve the outer areas and undertake activities not deemed necessary by Wiltshire Council; such as cleaning of the multi-storey car-park. This approach will be coordinated by the town council to ensure reports are being made on the App system and town centre resources applied to priorities.

Litter Bins - We are currently considering the costs associated with the emptying of litter bins if we were to provide additional bins over and above those provided by Wiltshire Council.

Bus Shelters – We will consider transfer of the remaining shelters later in the year.

Car-Parks – We have asked Wiltshire Council to consider the transfer of the Bradford Road car park and also the Broad Street Cres. And Upper Broad Street car-parks to the town council.

8.2 Health Services – Wiltshire Clinical Commissioning Group (WCCG) is responsible for commissioning 'Primary Care' services to people in Wiltshire and registered with Wiltshire GPs. Dr Richard Sandford-Hill, Chair; Linda Prosser, Chief Officer and Sarah MacLennan, Associate Director of Communications & Engagement will make a presentation at Full Council on 18th September 2018.

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

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

8.5 Wiltshire Association of Local Councils - [WALC](#) is the county association for town & parish councils, affiliated to NALC the National Association. Trowbridge Town Council is a member of both. The Council also pays the fee for the Clerk to be a member of the Society of Local Council Clerks (SLCC), which provides training and advice.

8.6 Swindon & Wiltshire Local Enterprise Partnership (SWLEP) – at the Area Board Paddy Bradley confirmed that Trowbridge is very much part of the A350 Growth Corridor, positioned in the centre of the corridor and should receive equal weight with respect to investment into the area

8.7 Enterprise Wiltshire – No meetings recently.

8.8 Market Towns Network – Next meeting due in September – details to be announced.

8.9 Wiltshire Council/Society of Local Council Clerks (SLCC) – held a joint Network and Training Day at the Civic Centre on 15th June. The first joint day was held at County Hall last year and proved so popular a larger venue was needed for 2018.

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.

Lance Allan, Town Clerk

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#DiscoverTROWBRIDGE

www.trowbridge.gov.uk

www.trowbridgecivic.co.uk

www.trowbridgemuseum.co.uk

Minutes of the Trowbridge Health and Wellbeing Group meeting held on 6th June at 2pm at Goodson Lodge, Trowbridge

Present

Mary Cullen (WC Community Engagement Manager), Annette Ayles (Goodson Lodge Manager), Annie Baldie (Carers Support Wiltshire), Caroline Heaven (NHS Care Co-ordinator), Barbara Smith (WC Reablement Service), Alison Woodbridge-Nash (WC Reablement Service) Lorraine Reeves, (WCIL), Rebecca James (OSJT Goodson Lodge), A Girdler (NHS), SeAp representative.

Apologies

Cllr Deborah Halik (Chair), Farzana Saker (WWMMF), Stephen Dale (Dorothy House), Katie Smith (WC Health Trainer), Jane Milton (NHS CCG), Rebecca Seymour (Celebrating Age), Sue Chilton (OP champion), Chris Maple (Alzheimer's Support).

Minutes of previous meeting- agreed

Matters arising- on agenda

Update on minibus driver training- MC reported that 2 applications had been received. Members were encouraged to think about other candidates for this. The area board has provided funding to train up to 5 minibus drivers for our area, subject to them making themselves available to drive for community outings once or twice a year.

Update on Summer outings- MC reported that a driver and five volunteers had now been found. Referrals however, were slow at present and members were encouraged to promote the opportunity to eligible older people. It was acknowledged that new GDPR requirements might be influencing this. The criteria for participation are that people must live in Trowbridge area, have limited family or other support, have not had a break in some time, or are a carer with limited financial means.

LR will promote at Florence Court memory café on 7/6,18. Other partners will promote as appropriate. MC will send round referral forms again.

If no referrals are forthcoming by 12/06/18, MC will have to consider postponing and rearranging the outing.

There is a further date planned for 21st July and referrals are also sought for this.

Budget position statement- MC reported that following the last area board meeting and agreement of the HWB groups funding recommendations, the current balance was £6,338.

There were no new grant applications received. The closing date for applications is 15th June. Projects should support older people/vulnerable adults in the community, preventing social isolation and loneliness and helping to prevent hospital and care admission. MC can provide application forms and will circulate following the meeting.

She will also advertise in the Our Community Matters newsletter.

Connecting Communities Project roll out- MC reported that the Carers Support Connecting Communities project supported by HWB group funding, is now underway, piloting in Melksham before being rolled out across Trowbridge. A recent meeting with CEMs had assisted in the planning process and everyone is excited about the project. There would be a meeting in Trowbridge area in the Autumn to involve partners further.

Celebrating Age events- Two events coming up- 13th June, poetry event at Trowbridge Library and 11th July at Florence court- fete, barb que and music. Leaflets would be circulated again after the meeting. The arts elements are free to older people. All to promote.

Updates from partners

SeAp- SeAp supports people with NHS complaints advocacy and also provides advocacy specifically for veterans in Wiltshire. Leaflets were provided for members to take away.

Carer's Support- AB reported that she was relatively new to the organisation and working part time at present. The organisation is going through some restructuring of services and her role is still developing in line with this.

Goodson Lodge- AA and RJ Reeves provided an overview of Goodson Lodge. It is a residential care facility, not a nursing home. The capacity is 64 residents, split into 4 communities of 16, each with their own living space, shared space and gardens. The facility has shops on the ground floor including hairdresser, general shop soon to be selling cards, sweets etc, a postbox which the postman comes in and services, along with a cinema open daily for residents and families.

Current occupancy is running at about 25% so the organisation is keen to make links and become known in the local community to increase referrals.

Plans include a Dementia Men's Shed, open to the wider community, a gardening club, music club, afternoon tea and walks, all open to the community.

Following questions, AA confirmed that Wiltshire Council currently has no contract with Goodson Lodge. BS noted that if someone wanted to come for respite care, social services could make a direct payment to the client, but there would be a significant top- up to pay for this level of accommodation and support.

Adult Social Care

BS and CWN provided an overview of the new Reablement Service. The focus is on helping people retain independence rather than relying on services, emphasising what people can do for themselves and how they can best be supported to do this. This is a complete transformation in the way in which clients are assessed and services are delivered. Several examples of the new approach were given, including an example of someone who had asked for home care to get her socks and shoes on in the mornings. She was diabetic and at risk of foot sores if left without adequate foot coverings. Following some work with an OT, she was supported to do this for

herself with appropriate equipment provided. This approach enabled her to regain her confidence and independence and prevented the need for costly home care services.

BS noted, that in the case of future referrals, her team would be looking for much more information on clients than previously required, to help establish how to support people to best effect within this new way of working.

NHS- Mental health worker is in place at the health centre, this helps with complex referrals and supports GP's.

A question was raised regarding bereavement services as the cruse waiting list could be lengthy. BS reported that Trowbridge Oaks was planning to set up a bereavement café.

WCIL-LR reported that she had now joined WCIL an organisation representing service user voice across Wiltshire. Her works links in with the AWP Care forum, Health and Wellbeing groups and other forums and activities. WCIL can also represent service user voice in care settings and can assist in gathering feedback and signposting.

A.O.B- none

Date next meeting

It was agreed that a further meeting was needed to assess grant applications ahead of the next area board meeting in July.

The next meeting will be on **Tuesday 26th June at 2pm at Goodson Lodge.**

In closing the meeting MC thanked Goodson Lodge for their hospitality and lovely cakes and looked forward to seeing new initiatives developed in future.

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Report to	Trowbridge Area Board
Date of Meeting	19/07/2018
Title of Report	Community Area Grant funding

Provisional Figures	Area Board Grants Budget	H&WB Fund	LYN Fund	CATG
Opening balance 2018/19	£62,438.63	£7,700.00	£31,227.41	£16,784.00 plus £9212.29 pavement improvements budget
Grant Applications Awarded to date	£16,323.03	£1,362.00	£9,000.00	-
Current Balance	£46,115.60	£6,338.00	£22,227.41	£16,117.00
Balance if all grants are agreed at this meeting	£44,394.84	£6,338.00	£19,167.41	£15,767.00

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 Tables View full application	£930.82
Applicant: 1st Hilperton Rainbows Project Title: 1st Hilperton Rainbows storage shed View full application	£789.94

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 2015/2016 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

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

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
2873	Hilperton Village Hall	Hilperton Village Hall - New Tables	£930.82
Project Description: Hilperton Village Hall registered charity 305526 provides buildings and open space for hire for community groups and individuals. Our hall is used for a variety of activities - from Zumba with all tables removed to 60 plus who require all tables out. Current tables are old heavy difficult to put out take down safely. We want to replace these with 20 new lightweight high-quality folding tables. We have tested the Easylift table from Wake Industries made from aluminium. Has an attractive finish strong light and easy to use.			

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 in place. Hilperton Village Hall registered charity 305526, provides buildings and open space for hire for community groups and individuals. The hall is used for a variety of activities by the local community, however, the current tables are old, heavy, and difficult to put out take down safely. The project is to replace these with 20 new lightweight high quality folding tables. The total project cost is £3,723.29, match funding of £2,792.47 has been secured, including a contribution of £982 from Hilperton Parish Council. This leaves a shortfall of £930.82 which is the amount applied for, to the area board. Arrangements are in place to ensure that the old tables are put to good use in the community.

Proposal

That the Area Board determines the application.

Application ID	Applicant	Project Proposal	Requested
2899	1st Hilperton Rainbows	1st Hilperton Rainbows storage shed	£789.94

Project Description:

A new storage shed is required for equipment for the local Rainbow unit and for District camping and craft supplies to replace old and inadequate shed is to be moved to new location to allow a patio extension for church to increase accessibility to the parishioners of the church and other groups using the church.

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 in place. A new storage shed is required to house the equipment for the local Rainbow unit and for District camping and craft supplies. The old inadequate shed is to be moved to new location to allow a patio extension for church to increase accessibility to the parishioners of the church and other groups. The total project cost is £1,579.92. Match funding of £789.98 has been secured, including a contribution of £430.47 from the parish council, this leaves a shortfall of £789.94 which is the amount applied for to the area board.

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
 01225 718608
Mary.Cullen@wiltshire.gov.uk

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Grant Applications for Trowbridge on 19/07/2018.

ID	Grant Type	Project Title	Applicant	Amount Required
2873	Community Area Grant	Hilperton Village Hall - New Tables	Hilperton Village Hall	£930.82
2899	Community Area Grant	1st Hilperton Rainbows storage shed	1st Hilperton Rainbows	£789.94

ID	Grant Type	Project Title	Applicant	Amount Required
2873	Community Area Grant	Hilperton Village Hall - New Tables	Hilperton Village Hall	£930.82

Submitted: 24/04/2018 07:55:18

ID: 2873

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?

Hilperton Village Hall - New Tables

6. Project summary:

Hilperton Village Hall registered charity 305526 provides buildings and open space for hire for community groups and individuals. Our hall is used for a variety of activities - from Zumba with all tables removed to 60 plus who require all tables out. Current tables are old heavy difficult to put out take down safely. We want to replace these with 20 new

lightweight high-quality folding tables. We have tested the Easylift table from Wake Industries made from aluminium. Has an attractive finish strong light and easy to use.

7. Which Area Board are you applying to?

Trowbridge

Electoral Division

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

BA147RN

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)

Activites for the elderly

10. Finance:

10a. Your Organisation's Finance:

Your latest accounts:

05/2017

Total Income:

£51066.00

Total Expenditure:

£43762.00

Surplus/Deficit for the year:

£7304.00

Free reserves currently held:

(money not committed to other projects/operating costs)

£16800.00

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

Due to the age of the building we need to keep back funds for potential urgent repairs. With the new building for St Michaels Preschool next door to us we have lost a major user. This is great opportunity for new activities at the hall but it will take time to recover this loss of revenue.

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

10b. Project Finance:

Total Project cost		£3723.29		
Total required from Area Board		£930.82		
Expenditure (Itemised expenditure)	£		Income (Itemised income)	Tick if income confirmed £
Table 1200 x 750mm x 18	3412.51		Reserves	yes 1810.47
Table 1800 x 750mm x 2	310.78		Hilperton Parish Council	982.00
			Area Board Grant	930.82
Total	£3723.29			£3723.29

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 each year. A full schedule of users is available but these include Hilperton village fete which around 1000 people attend each year. The Village Club with over 200 paid up Members. Regular bingo dancing classes. Whist bridge over 60s club, football club, cub's, brownies, beavers, scouts, model flying club, exercise classes, skittles and Parish Council meetings. Use as polling station. Plus, around 200 private bookings from local people per annum for party's fairs weddings and other meetings and events. Most of these users will use the proposed new tables and will benefit from the much-improved ease of use and greater safety when putting out and taking down the tables.

14. How will you monitor this?

The hall is cleaned and checked each morning and this includes regular checks and cleaning of furniture such as the new tables.

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

NA

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

And finally...

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

2899	Community Area Grant	1st Hilperton Rainbows storage shed	1st Hilperton Rainbows	£789.94
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Submitted: 14/05/2018 12:38:09

ID: 2899

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?**

1st Hilperton Rainbows storage shed

6. Project summary:

A new storage shed is required for equipment for the local Rainbow unit and for District camping and craft supplies to replace old and inadequate shed is to be moved to new

location to allow a patio extension for church to increase accessibility to the parishioners of the church and other groups using the church.

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 7PB

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

Children & Young People

Arts, crafts and culture

Countryside, environment and nature

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:

05/2018

Total Income:

£728.50

Total Expenditure:

£889.00

Surplus/Deficit for the year:

£149.93

Free reserves currently held:

(money not committed to other projects/operating costs)

£0.00

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

Insufficient funds available from unit funds

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

10b. Project Finance:

Total Project cost £1579.92

Total required from Area Board £789.94

Expenditure	Income	Tick if income
(Itemised £	(Itemised	confirmed
expenditure)	income)	£

Shed	1201.00	our reserves	yes	59.51
Racking and supports	288.98	district reserves		300.00
Concrete gravel boards	89.94			
		Hilperton Parish Council		430.47
Total	£1579.92			£789.98

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 primary beneficiary will be 1st Hilperton Rainbow Unit and Whorlsgate District Guiding units. There is an existing shed on site used for storing craft play activity and camping equipment for the local areas but it is in a state of disrepair and well over 30 years old. It is not fit to store equipment for use by children anymore as there are many holes and the wood is rotting allow the equipment stored to be exposed to the elements and to animals. By having a new shed built we can appropriately store equipment that allows us to enrich and educate the girls in our diverse and inclusive units. The secondary beneficiary of the the grant will be the parishioners and other church users. Moving the location of the shed will allow the local Scout unit to continue their work on improving the grounds of the church including expanding and improving the patio area where our current shed sits. This expansion of the patio will increase the accessibility of the gardens and the church itself meaning that people in wheelchairs or with other mobility issues will have greater ease if access as well as creating a space that can be utilised by other groups. It will create a patio that can be used for contemplation and relaxation as well as creating a safer space for playgroups and other groups such as the Cubs and Scouts to use. The new shed will also contribute to the aesthetic of the church and its grounds as the current shed is clearly in disrepair and is becoming unsightly amongst the increasing beauty of the church grounds.

14. How will you monitor this?

Only a select number of people will have a key to the shed so the number of people benefiting from the actual shed will be limited. There will be no real way to monitor who benefits from the existing shed being removed and the new shed being relocated as everyone using the church and gardens will benefit from the increased level of accessibility and the added aesthetic value on the church grounds.

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

If necessary a grant from the Local Parish Council will be applied for.

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):

And finally...

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

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Report to	Trowbridge Area Board
Date of Meeting	19/07/2018
Title of Report	Community Youth Grants

1. Purpose of the report:

To ask Councillors to consider the following applications seeking funding from Community Youth budget held by Trowbridge Area Board.

Application	Grant Amount
Applicant: Trowbridge Arts Project Title: Music For Young People BY Young People	£3,060.00
Total grant amount requested at this meeting	£3,060.00

2. Main Considerations

Councillors will need to be satisfied that grants awarded in the 2014/15 year are made to projects that can realistically proceed within a year of the award being made.

Area Boards have authority to approve Area Grants under powers delegated to them by the Cabinet member for Communities, Campuses, Area Boards, Leisure, Libraries and Flooding. Under the Scheme of Delegation Area Boards must adhere to the Area Board Grants Guidance 2014/2015.

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

Community Youth Grants give all local community and voluntary groups, Town and Parish Councils an equal opportunity to receive funding towards community based projects and schemes.

3. The applications

<p>Applicant: Trowbridge Arts Project Title: Music For Young People BY Young People</p>	<p>Amount Requested from Area Board: £3,060.00</p>	<p>Recommendation from LYN</p> <p>None- area board to determine application</p>
<p>This application meets grant criteria 2018/19.</p> <p>Project Summary: To support young people organising and running 8 youth music events between Sept and March at Town Hall Arts. Including programming local youth bands promoting setting up and running them supported by trained professionals as mentors. We will also offer free rehearsal space. All will be supported and staffed by trained safeguarding staff.</p> <p>Input from CEM</p> <p>Town Hall Arts wishes to develop a project whereby young people organise and manage their own music events at the Town Hall. This follows recent evaluation events with young people where they have expressed a desire to be able to lead their own events including live music nights in the Courtroom and Hip-hop nights in the Town Hall Cells. Town Hall Arts wants to support and enable this youth led activity helping the young people to make their events a success and in safeguarding them and the other young people they will work with. It will also offer free rehearsal space to young bands in a fully equipped space so that they can go and make music straight from school.</p> <p>The events will be staffed with trained staff to ensure safety and will offer a non-alcoholic bar. Tickets will be £3 and anyone over the age of 14 is welcomed unaccompanied, younger if with a parent carer. There will be a volunteer planning team of 3 - 5 young people with 1 young person designated as the Event Director. They will have an assistant Director who will develop their skills in this support role so that they can run future events.</p> <p>The aim is to have 3 to 4 bands performing each night with an average of 4 musicians per band and an expected audience of 30 each night, totalling 49 young people per event so over 400 in total including those using the rehearsal space. Town Hall Arts will promote these events and seek musicians and performers through TCAFs connections with young people and local schools.</p> <p>Comments made by young people, included in the application, show their desire for these events to happen building on previous events. The total project cost is £4,780, income from the Town Hall Trust and ticketing totals £1,720.00 leaving a shortfall of £3,060 which is the amount applied for to the area board.</p>		

Proposal

That the area board determine the application

Report Author:

Mary Cullen, Community Engagement Manager,
Trowbridge Area Board

01225 718608

Mary.cullen@wiltshire.gov.uk

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Grant Applications for Trowbridge on 19/07/2018.

ID	Grant Type	Project Title	Applicant	Amount Required
586	Youth	Music For Young People BY Young People	Trowbridge Arts	£3060.00

Submitted: 07/06/2018 20:16:06

ID: 586

Current Status: Application Appraisal

To be considered at this meeting:

tbc contact Community Area Manager

1. Which type of grant are you applying for?

Youth

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?

Music For Young People BY Young People

6. Project summary:

To support young people organising and running 8 youth music events between Sept and March at Town Hall Arts. Including programming local youth bands promoting setting up and running them supported by trained professionals as mentors. We will also offer free rehearsal space. All will be supported and staffed by trained safeguarding staff.

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 8EQ

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

Informal education
 Youth work/development
 Arts/Culture
 Community Project

If Other (please specify)

10. Finance:**10a. Your Organisation's Finance:****Your latest accounts:**

03/2017

Total Income:

£133969.00

Total Expenditure:

£109612.00

Surplus/Deficit for the year:

£24357.00

Free reserves currently held:

(money not committed to other projects/operating costs)

£5000.00

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

This is needed as contingency for the organisation

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

10b. Project Finance:

Total Project cost		£4780.00		
Total required from Area Board		£3060.00		
Expenditure (Itemised expenditure)	£	Income (Itemised income)	Tick if income confirmed	£
Event Management/safeguarding staff	400.00	Town Hall Trust venue and equip costs	yes	800.00
Technician	480.00	Town Hall Trust Event Management	yes	200.00
Youth supporter mentor	1200.00	Ticket income 240 tickets		720.00

Youth producer's expenses	400.00	Local Youth Network	3060.00
Venue, equipment Hire	800.00		
Planning and evaluation events incl. catering	150.00		
Piano Tuning	150.00		
Rehearsal space 20 sessions	1200.00		
Total	£4780		£4780

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?

14. How will you monitor this?

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

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:

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)

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

<p>And finally... yes The information on this form is correct, that any award received will be spent on the activities specified.</p>

COMMUNITY AREA TRANSPORT GROUP ACTION / NOTES LOG

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	Item	Update	Actions and recommendations	Who
	Date of meeting: 14th June 2018			
1.	Attendees and apologies			
	Present:	Cllr Horace Prickett (WC, Chairman) HP, Cllr Ernie Clark WC (EC), Cllr Stewart Palmen (WC) SP, Kirsty Rose (WC Highways) KR, Pat Whyte (WC Highways) PW, Roger Coleman (PC rep) RC, Lance Allan (TTC) LA Mary Cullen (WC CEM) MC.		
	Apologies:	Cllr Graham Payne, Cllr Deborah Halik, Cllr David Halik, Cllr Edward Kirk, Cllr Peter Fuller		
2.	Notes of last meeting			
		The minutes of the previous meeting held were agreed at the Trowbridge Area Board meeting in May 2018 https://cms.wiltshire.gov.uk/ieListDocuments.aspx?CId=171&MId=11939&Ver=4		
3.	Financial Position			
		The budget allocation at the start of this meeting for £16,117		

COMMUNITY AREA TRANSPORT GROUP ACTION / NOTES LOG

		In addition, CATG funding for pavement improvements is £9,212.29 for Trowbridge Community Area.		
4.	Top 5 Priority Schemes			
a)	Issue 4824 – Speeding Westbury Road/Woodmarsh, North Bradley	Traffic management design options presented, to go to parish council on July 2 nd . EC asked that PC asked for a contribution LA noted that if the scheme waited there would be CIL monies in future, up to £1m.	HP to take to NBPC to consider options and identify potential contribution.	HP
b)	Issue 5422 Elizabeth Way/Hilperton Road roundabout – concerns re vehicle speeds and layout	Concerns regarding the lack of deflection for vehicles exiting Elizabeth Way and travelling straight on resulting in high approach speeds. KR has reviewed Road Safety Audit undertaken following construction. This did not raise any concerns or require remedial works in relation to cyclists. KR to continue to visit site and observe.	KR to meet on site with EC and report back to next CATG	KR
c)	Issue 5589 The Halve- various issues raised re speeding traffic, need for pedestrian crossing, speed limits	KR has results of pedestrian survey but has not had time to analyse as yet. SP has met with residents who have carried out their own comprehensive monitoring of traffic in this area. Agreed this would be useful information for KR to see.	SP to send KR results of residents survey. KR to evaluate results of pedestrian survey. To report back to next CATG.	SP KR
d)	Issue 5835 Speed Limit Reduction, Wingfield Road, Trowbridge	KR prepared a draft repor. It is feasible and allowable to extend the 30mph zone but the costs high at @£18,750, due to need to remove existing coloured surface, plane out and resurface highway, plus electrical works required to light the signage. This could however, potentially form a substantive bid. Questions were raised as to whether this was the highest priority for a substantive bid and if the change would actually modify driver behaviour. Agreed KR to finalise report to bring to next meeting for further consideration.	KR to write up full report and bring to next CATG	KR

COMMUNITY AREA TRANSPORT GROUP ACTION / NOTES LOG

e)	Issue 5677 Crossing point British Row, Trowbridge	TTC confirmed funding of £200. KR to order works	KR to order works	KR
5.	Other Priority schemes			
a)	The Croft, Trowbridge – damage to verges	Complete	Area board to note update and issue to be closed	
b)	20mph speed restriction assessment, Drynham Ward	Design and cost estimate prepared for implementation excluding Holbrook Lane. Estimated cost is £16000 of which CATG have previously allocated £4500. KR to prepare substantive bid for remaining funding.	Substantive bid application to be submitted.	KR/MC
c)	Issue 5166 Frome Road/Manor Road/Westfield Road. Trowbridge – various issues	Various issues raised regarding speeding traffic, obstructive parking, congestion and poor driving around school opening and closing. Agreed to extend 20mph speed restriction assessment to these areas. Survey would cost £2000. Agreed to fund survey Awaiting Traffic survey results.	KR to bring results of traffic survey to next CATG	KR
d)	Issue 5837 Dropped Kerbs, Riverway/Hill Street, Trowbridge	Complete	Area board to note update and issue to be closed	
e)	Issue 5859 Green Lane/Paxcroft Way, Trowbridge – Dropped Kerbs request	Complete	Area board to note update and issue to be closed	
f)	Issue 5997 Request for dropped kerb, Newleaze, Hilperton	CATG agreed £667 funding subject to contribution of £333 from HPC (total scheme cost £1000). Match funding from HPC confirmed.	Works to be progressed, to fit in with school holidays	KR

COMMUNITY AREA TRANSPORT GROUP ACTION / NOTES LOG

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g)	Issue 6185 Trowbridge Rugby Club	<p>Motorists turning right into Trowbridge Rugby Club from the A361 despite the no right turn signs and the built-out kerb at the entrance to the club.</p> <p>CATG asked KR to determine costs for 'Ahead Only' road markings.</p> <p>KR reported cost to add road markings would be £450. It was agreed that a contribution from parish council would be required.</p>	<p>Cllr EC to take to Hilperton PC for contribution of £150</p> <p>Recommendation to area board Award £350 subject to P/C contribution as above.</p>	EC
h)	Issue 6203 Obstruction of footway, Sycamore Grove (o/s Bargain Booze)	<p><i>18 tonne lorry and other smaller delivery vehicles are fully mounting driving upon and parking wholly with all tyres wholly upon the footway. Vehicle is left in a dangerous position obstructing the footway obstructing the dropped pedestrian kerb obstructing access for disabled individuals. Photo evidence already submitted is available on request.</i></p> <p>KR reported that she had not had time to look into this, to be will be rolled forward to next meeting.</p>	KR to prepare options for parking improvements, footway improvements and prevention of obstructive parking for next meeting.	KR
i)	West Ashton Relief Road	Keep Clear' marking provided as part of recent maintenance scheme.	Area board to note update and issue to be closed	

COMMUNITY AREA TRANSPORT GROUP ACTION / NOTES LOG

j)	Holbrook Lane, Trowbridge	Request to investigate feasibility of dropped kerbs. KR has investigated. It is not possible to have dropped kerbs where requested but it is possible further down Holbrook Lane opposite a driveway. The cost would be £1500. A contribution from Town Council would be required.	LA to take request for £500 to TTC. Action deferred until TTC decision.	LA
6.	New Issues			
a)	Issue 6273 7.5t weigh limit request, Islington, Trowbridge	<i>Would like to see a 7.5 tonne weight limit on Islington . KR reported that Islington and The Down were both on the Freight Assessment List ? and that the top two from this will be taken forward. This area however would be a low priority at present. KR and MA met with Cllr Kirk to outline results of HGV count in this area and Seymour Rd. Results show significant drop in HGV usage of these areas, up to 60%. Agreed to defer the item for further observations.</i>	KR to provide comments for MC to respond to issue raiser.	KR
b)	Issue 6278 Tower Close, Trowbridge – verge parking	<i>Area out side the boundary of 21 Tower Close is grassed and belongs to council residents have taken to parking on the grass causing it to become a muddy eye sore. KR had not had time to look into this as yet.</i>	KR to visit and assess	KR
c)	Issue 6313 Speeding Westwood Road	<i>Speeding traffic Westwood Rd Trowbridge. Where road straightens out after turning onto from Bradford Rd. Speed limit 40mph should this be 30mph Residents cross road here using areas of verge. Older peoples home here also.</i> MC reported that metrocount form had been issued	Results of metrocount to be reported to next meeting	KR/MC

COMMUNITY AREA TRANSPORT GROUP ACTION / NOTES LOG

d)	Issue 6329 Speeding Brook Road Trowbridge	<p><i>Speeding along Brook Rd Trowbridge. Please place metrocount strips on Brook Rd between Lambrok Brook bridge and Bridge Avenue just after bend in the road.</i></p> <p>MC reported that metrocount form had been issued</p>	Results of metrocount to be reported to next meeting	
e)	Issue 6330 Improved warning signs, Larkspur, Trowbridge	<p><i>Vehicle crashed into house as failed to navigate sharpish corner. Owneroccupier requests improved warning signs.Potential for any similar incidents to result in serious injury to childrenelderly as close to two schools and Teazle Ground Court. Further signage not agreed as too many in situ.</i></p>	KR to investigate incident further and liaise with Police. To report back to next meeting.	KR
f)	Issue 6351 Speeding, Silver Street Lane, Trowbridge	<p><i>I wish to bring your attention to the number of motorists exceeding the 30mph speed limit on Silver Street Lane.</i></p> <p>MC reported that a metrocount form had been issued. KR noted that this area has in the past been eligible for Community SpeedWatch. The CSW co-ordinator is happy to work with residnets again should they wish to set up a group. RC queried whether school traffic might be having an impact. KR is continuing to monitor school related traffic and has some surveys underway to identify any issues in relation to this.</p>	Results of metrocount to be reported to next meeting	KR/MC

COMMUNITY AREA TRANSPORT GROUP ACTION / NOTES LOG

g)	Issue 6353 Stallard Street/Trinity Roundabout	<p><i>Traffic on the Trinity Roundabout.</i></p> <p>Discssed and agreed that this was outside scope of CATG at this time as it would link to the Bowyers development and need to be considered in line with this.</p>	Area board to note update and issue to be closed	
h)	Issue 6300 Pedestrian Crossing Request, North Bradley Memorial Hall	<p><i>Crossing needed on Southwick Rd by Memorial Hall. This road is extremely dangerous with volume of traffic and speeding cars.</i></p> <p>The issue was discussed and it was agreed that as there was a crossing in place, residents should be encouraged to use the safe routes provided</p>	Area board to note update and issue to be closed	
7.	Other items			
a)	Parking in Council car parks	<p>Cllr Kirk had asked for formal response to question of whether additional signs could be put up to advise residents that parking was available on Council car parks including East Wing, out of office hours. KR reported that this was technically outside the scope of CATG as it was not a highways matter. She has looked into whether directional signs could be put on the highway approach however, the information would be very complicated concerning hours available etc, so separate signs would be required. As the East Wing development is also coming on line this would further complicate matters. Agreed wait until after East Wing development and review.</p>	Review when East Wing development completed.	

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b)	Footway improvements Bellefield Crescent	<p>PW noted that Bellefield Crescent was proposed for footway improvements. EC queried whether there was much footfall in this area. It was confirmed that there was a linked footpath from Hilperton Rd which was well used. The cost would be £2917.20. A contribution would be required from TTC.</p> <p>LA asked about footway outside Hiscocks engineering. PW advised that this would likely be more expensive.</p>	PW to get costs for both schemes for LA to take to TTC asap.	PW/LA
c)	Drainage issues Wingfield Rd	PW had investigated, drain clear.		
d)	Signage Dursley Rd	EC queried whether signage at the end of Dursley Rd had been completed. KR advised that this was 99% completed.		
e)	Hill St Drainage works	EC expressed thanks to everyone involved, work is now complete.		
f)	Gully clearing	<p>PW had raised a ticket for Gully clearing at Ireland. He will look again at 3 Gables.</p> <p>Wall at old rectory, query over maintenance responsibility. PW advised that there would have been a legal agreement with resident who would be responsible. HP to check.</p>		<p>HP</p>

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g)	Illegal parking issue	DH had raised an issue. Passed to Police.		
h)	Waiting restrictions Millington Drive	SP queried when this would be actioned. KR advised that it is in the system but would take time.		
i)	Footway Improvements/Parking Reviews	Members are reminded to submit requests for footway improvements in their area. The deadline for areas for parking review is end December.		All
8.	Date of Next Meeting: 11th October 2018. 10:00, Salisbury Room, County Hall			

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Trowbridge Community Area Transport Group

Report author- Kirsty Rose, Senior Traffic Engineer

1. Environmental & Community Implications

1.1. Environmental and community implications were considered by the CATG during their deliberations. The funding of projects will contribute to the continuance and/or improvement of environmental, social and community wellbeing in the community area, the extent and specifics of which will be dependent upon the individual project.

2. Financial Implications

2.1. All decisions must fall within the Highways funding allocated to Trowbridge Area Board.

2.2. If funding is allocated in line with CATG recommendations outlined in this report, and all relevant 3rd party contributions are confirmed, Trowbridge Area Board will have a remaining Highways funding balance of £

3. Legal Implications

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3.1. There are no specific legal implications related to this report.

4. HR Implications

4.1. There are no specific HR implications related to this report.

5. Equality and Inclusion Implications

5.1 The schemes recommended to the Area Board will improve road safety for all users of the highway.

6. Safeguarding implications

Wiltshire Walking Project

Aim:

The project's aim is to help people to become more active by making walking more accessible, fun, and interesting. This report provides an update on the project and a request for funding from Trowbridge Area Board.

Executive Summary:

The Community Engagement team, along with the Wiltshire History Centre, Public Health Wiltshire, local walking groups and the Open University, is to work in partnership with Ramblers GB to develop a mobile device application that will be launched in Wiltshire through the support of its Area Boards. The application will be available to download on smartphones and it will contain local interactive quality walks in the area.

Alongside this, an application has been submitted to the Heritage Lottery Fund to support the costs of the project and enhance it through the creation and capture of local heritage and history walks.

Benefits:

This project directly addresses both Wiltshire Council's and the Trowbridge areas local priorities including:

- Combating loneliness and isolation
- Encouraging healthy lifestyles
- Tackling obesity
- Improve our mental health
- Provide more activities for older people
- Provide positive activities for young people
- Improving affordable access to arts and cultural activities
- Increasing volunteering and providing skills

Proposal:

- *Development of a digital app for mobile devices.* – Final discussions are taking place with Ramblers GB and it is expected that an agreement will be signed shortly (terms of agreement have been established) to jointly develop a digital app. This will initially be launched and delivered in Wiltshire with the learning and experience being used to provide a template that can be rolled out across the country.

Ramblers GB are seeking to modernise the way they work and have identified funding to develop and maintain a walking app that will include interactive elements such as pictures, text, local waymarks and links to local walking groups.

By partnering with Wiltshire Council's communities team, they can address their need to attract new members through promoting the launch of the app via our community groups and networks.

In return, Wiltshire Council through its Area Boards will receive a digital walking app which it has influenced in its development without the need to pay for it or maintain it. A member of the Communities team will work closely with the Ramblers throughout the development stage to ensure that features such as health metrics are included.

This intention is that the application will:

- ✓ Be free to download and use, even if you are not a member of Ramblers GB
 - ✓ Include the ability to add way marks, pictures and other interesting features
 - ✓ Allow walks to be rated and graded
 - ✓ Link with existing Wiltshire initiatives such as Get Wiltshire Walking.
 - ✓ Be maintained by the Ramblers Association
- *Heritage Lottery Fund (HLF)* – The communities team in partnership with the Wiltshire History Centre are in the process of applying for HLF funding to enable local community groups and parishes to produce local heritage walks which can be uploaded to the app.

It is anticipated that communities who wish to be involved will be supported to run local history projects, collecting stories, memories, photographs and historical artefacts. A toolkit will be created to assist groups taking part. The Wiltshire and Swindon History centre will support this element of the project, using its resources and records. The archives can then be digitised as walks in the App. This will provide a permanent, living legacy for each project. Pilots are in the process of being identified across a range of heritage themes including literature, architecture, landscape, social history and industrial heritage

- *Promote the project* – The project will have national, county wide and local promotion. Your Community Engagement Manager working with local stakeholders and the wider community will run workshops and events, promote the walks and the application, establish links with surgeries, health and wellbeing groups as well as other organisations that can support the project. The outcome that we are looking for is an increase in people regularly walking especially amongst those who are currently inactive.
- *Academic Sponsor* – The Open University will act as academic sponsor for this project, bringing extensive knowledge and learning about the development of digital health solutions. They will also assist with the development of the app and the involvement of users that is planned before launch

Funding:

- *Creation of the digital app* - The funding, including ongoing support and maintenance will be provided by Ramblers GB. A small one-off contribution may be made by the Communities team to ensure that any desired additional features are included.

- *Heritage and history Walks* - The funding for this part of the project will come from the HLF application. If the HLF bid is unsuccessful the main project can still take place but will need to be scaled down and will not include this element
- *Getting People Walking* - Local events, promotion of the app and encouraging walking will mainly be funded by the money provided by the Area Boards. A contribution will also go towards paying for the Open University element.

The total funding for the project across Wiltshire including the heritage Lottery fund is estimated at over £50k with a similar amount to be provided by Ramblers GB to develop and maintain the digital app. This means that approximately £4 is being invested into Wiltshire for every £1 contributed by Wiltshire's Area Boards

Broad Time scales:

A detailed timeframe is being produced that fits with Ramblers GB, Wiltshire Council and the HLF. The project will run from now until the end of summer 2019 with the second year of the HLF funding providing local history projects and walks for an additional year. Below are broad timescales that fit with all parties involved

Task Name	Start Date	End Date	Duration days
Finalise agreement with Ramblers Association	25/06/2018	30/07/2018	35
Submit and apply for HLF funding	01/07/2018	01/10/2018	92
Development of Digital Application	01/11/2018	28/02/2019	119
Development of community toolkit	01/10/2018	28/02/2108	150
Gathering and testing of new walks	01/10/2018	31/03/2019	121
Creation of pilot heritage projects	27/07/2018	06/08/2018	10
Launch of App	01/04/2019	30/04/2019	29
Promotion and local events	01/04/2019	30/09/2019	182
Creation of additional heritage walks	30/09/2019	31/03/2020	183

Recommendation:

That Trowbridge Area Board

- I. Notes the report and supports the Wiltshire Walks project as outlined [OR]
- II. Supports the Wiltshire Walks proposal and awards £1,000 towards the costs of the local element of the project.

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