

# MINUTES

**Meeting:** Trowbridge Area Board  
**Place:** The Cotswold Space - County Hall, Bythesea Road, Trowbridge,  
BA14 8JN  
**Date:** 25 July 2019  
**Start Time:** 7.00 pm  
**Finish Time:** 9.00 pm

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## **In Attendance:**

### **Wiltshire Councillors**

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

**Total in attendance: 27**

<b><u>Agend a Item No.</u></b>	<b><u>Summary of Issues Discussed and Decision</u></b>
34	<p><u>Election of Chairman 2019/20</u></p> <p>Nominations were sought for a Chairman for the forthcoming year. Councillor Stewart Palmen was nominated by Councillor Steve Oldrieve, seconded by Councillor Andrew Bryant. Councillor Edward Kirk was nominated by Councillor Peter Fuller, seconded by Councillor Horace Prickett. After a vote it was,</p> <p><b><u>Resolved:</u></b></p> <p><b>To appoint Councillor Edward Kirk as Chairman for the forthcoming year.</b></p>

35	<p><u>Election of Vice-Chairman 2019/20</u></p> <p>Nominations were sought for a Vice-Chairman for the forthcoming year. Councillor Stewart Palmen was nominated by Councillor Steve Oldrieve, seconded by Councillor David Halik. Councillor Horace Prickett was nominated by Councillor Peter Fuller, seconded by Councillor Horace Prickett. After a vote it was,</p> <p><b><u>Resolved:</u></b></p> <p><b>To appoint Councillor Horace Prickett as Vice-Chairman for the forthcoming year.</b></p>
36	<p><u>Apologies</u></p> <p>Apologies were received from Councillor Deborah Halik, Colin Kay of the Trowbridge Health and Wellbeing Centre Development Group, and Phil People from the Dorset and Wiltshire Fire and Rescue Service.</p>
37	<p><u>Minutes</u></p> <p>The minutes of the meeting held on 9 May 2019 were presented for consideration and it was,</p> <p><b><u>Resolved:</u></b></p> <p><b>To approve and sign the minutes as a true and correct record.</b></p>
38	<p><u>Declarations of Interest</u></p> <p>There were no declarations of interest.</p>
39	<p><u>Chairman's Announcements</u></p> <p>The Board received an update on the first Trowbridge Weaver's Market which had taken place on 13 July 2019.</p> <p>The Board thanked organisers for their efforts and the Chairman offered thanks on behalf of the Board to Councillor Stewart Palmen for his work with the market.</p> <p>The Chairman also noted, after enquiries, that there were no members of the public present who were not attending as a result of a grant application. The Board discussed the matter of attendance further under Urgent Items.</p>
40	<p><u>Appointment to Working Groups and Outside Bodies</u></p> <p>The Board received a report on the current composition of working groups and appointments to outside bodies. It was noted the representative from TCAF should be Meg Aubery, that David Baker was no longer the representative of the</p>

	<p>Chamber of Commerce, and it was agreed to add Roger Evans as a parish council representative to the Community Area Transport Group. It was therefore,</p> <p><b><u>Resolved:</u></b></p> <p><b>That subject to changes as detailed above, to</b></p> <p><b>Appoint Councillor representatives to Outside Bodies as set out at Appendix A;</b></p> <p><b>Agree to reconstitute and appoint to the Working Groups as set out in Appendix B; and</b></p> <p><b>Note the Terms of Reference for the Working Groups, as set out in Appendix C.</b></p> <p><b>Appoint an Older Person Champion for the Area Board, in accordance with Appendix D.</b></p>
41	<p><u>Partner Updates</u></p> <p>Updates from partners were received as follows:</p> <ul style="list-style-type: none"> <li><b>i. Wiltshire Police</b> The written update was noted.</li> <li><b>ii. Dorset and Wiltshire Fire and Rescue Service</b> The written update was noted.</li> <li><b>iii. Town and Parish Councils</b> The written update from Trowbridge Town Council was noted, and that the new Leader of Wiltshire Council had been invited to speak to the town council regarding major development sites and other matters.  North Bradley Parish Council also provided an updated on the progress of their neighbourhood plan.</li> <li><b>iv. Local Youth Network</b> Grant recommendations would be considered under funding, and it was reported meetings would be held with Trowbridge Community Area Future after the summer break to discuss the various activities that would have taken place.</li> <li><b>v. Trowbridge Wellbeing Centre Development Group</b> The written report was noted. Chris Hilton, recently appointed interim Head of Economic Development at Wiltshire Council, was in attendance and explained discussions had been held with the Chairman of the group since publication of the agenda. It was acknowledged that there had been</li> </ul>

	<p>considerable delays since the outline planning application for the site had been approved in November 2018, largely as a result of Environment Agency concerns, and that he would be meeting with them shortly, along with the NHS. It was stated it was hoped Cabinet approval for the way forward could be achieved in October 2019.</p> <p>The Board noted that there had been many attempts to progress with the site which had not come to fruition. They requested a further update on progress in September 2019 and that the Health and Wellbeing Centre Development Group be involved in discussions with officers.</p> <p><b>vi. Safer and Supportive Communities Group</b> The group would be meeting shortly. It was also noted it had changed its name, which would be updated for the next agenda.</p> <p><b>vii. Health and Wellbeing Group</b> The group would also be meeting shortly and there was no further update.</p>
42	<p><u>Warm and Safe Wiltshire Programme</u></p> <p>A presentation was received from Paola Aldana, Senior Energy Adviser, Warm &amp; Safe Wiltshire, a charity concerned with sustainable energy projects.</p> <p>Details were provided on efforts to tackle fuel poverty as well as issues of poor heating controls and insulation, working to reduce energy usage and collaborative work on information campaigns with health service and the fire and rescue service.</p> <p>The Board were also advised of an ongoing project to install smart meters in homes to monitor energy usage and avoid estimated bills, and allow for flexible charging for usage at different times if desired. In response to queries it was stated the 1<sup>st</sup> generation meters had had difficulties when people switched suppliers, but that the 2<sup>nd</sup> generation should avoid that problem, and that the upgrade would be free.</p> <p>The Board thanked Paola for her presentation.</p>
43	<p><u>Wiltshire Highways Maintenance</u></p> <p>The Board received a presentation from Diane Ware, Principal Technical Officer Highways, Wiltshire Council regarding highways maintenance in the community area.</p> <p>It was noted that each community area received funding based on length of the network and proportion in need of work within the next five years. Owing to the quality of the network in Trowbridge this had meant less allocated funding, but as areas were assessed and new sections identified as needing priority work, other funding could be obtained.</p>

	<p>The Board discussed the state of the network, funding, as well as technical details of road resurfacing, how to report defects in the road network, footpath assessment and other details.</p> <p>The Board thanked Diane for her presentation.</p>
44	<p><u>Trowbridge Museum</u></p> <p>A presentation was received from Clare Lyall, Curator and Head of Cultural and Neighbourhood Serviced, Trowbridge Town Council, regarding Trowbridge Museum.</p> <p>The background of the museum was detailed, and the expansion project which had been funded by a lottery grant. This was part of a five-year plan to expand visitor numbers to 25 thousand a year, following a closure in July 2019 until 2020. The expansion would make the entrance more visible and accessible, and utilise an additional floor of the historic mill building.</p> <p>In response to queries further details were provided on the dedicated learning and outreach space, the expanded temporary exhibition space, as well as details of the contents of the museum which would include medieval history as well as the industrial period. It was also noted that Hilperton and West Ashton had contributed toward the project.</p> <p>The Board thanked Clare for her presentation.</p>
45	<p><u>Funding</u></p> <p>The Area Board considered the following applications:</p> <p><u>Youth Grants</u></p> <p>i. <u>Youth Adventure Trust</u>  The sum of £1988.40 was requested for Vulnerable Young People from Trowbridge 2019 Activity Days. On the motion of Councillor Stewart Palmen, seconded by Councillor Steve Oldrieve, it was</p> <p><b><u>Resolved</u></b>  <b>The Area Board awarded the sum of £1988.40 to Youth Adventure Trust.</b></p> <p><b><u>Reason</u></b>  <b>The application met the Grant Criteria.</b></p> <p>ii. <u>Splash Positives Activities for Trowbridge Young People</u>  The sum of £4975.00 was requested for Spash, part of Community First. On the motion of Councillor Steve Oldrieve, seconded by Councillor Stewart Palmen, it was,</p>

**Resolved**

**The Area Board awarded the sum of £4975.00 to Splash Positives Activities for Trowbridge Young People**

**Reason**

**The application met the Grant Criteria.**

iii. **Trowbridge Town Football Club**

The sum of £750.00 was requested for Youth Club Goalposts. On the motion of Councillor Ernie Clark, seconded by Councillor Peter Fuller, it was,

**Resolved**

**The Area Board awarded the sum of £750.00 to Trowbridge Town Football Club.**

**Reason**

**The application met the Grant Criteria.**

iv. **Wiltshire Wildlife Trust**

The sum of £4000.00 was requested for the Re-cycle project. On the motion of Councillor Stewart Palmen, seconded by Councillor Andrew Bryant, it was,

**Resolved**

**The Area Board awarded the sum of £4000.00 to Wiltshire Wildlife Trust.**

**Reason**

**The application met the Grant Criteria.**

**Community Area Grants**

v. **Trowbridge Community Area Future**

The sum of £7500.00 was requested for Brighter Aspirations Studley Green Youth Space. On the motion of Councillor Peter Fuller, seconded by Councillor Andrew Bryant, it was,

**Resolved**

**The Area Board awarded the sum of £7500.00 to Trowbridge Community Area Future.**

**Reason**

**The application met the Grant Criteria.**

vi. **Trowbridge Town Football Club**

The sum of £896.97 was requested for Goalposts. On the motion of Councillor David Halik, seconded by Councillor Stewart Palmen, it was,

**Resolved**

**The Area Board awarded the sum of £896.97 to Trowbridge Town Football Club.**

	<p><b><u>Reason</u></b>  <b>The application met the Grant Criteria.</b></p> <p>vii. <u>The Grove Primary School</u>  The sum of £5000.00 was requested for The Outdoor Classroom project. On the motion of Councillor Stewart Palmen, seconded by Councillor David Halik, it was,</p> <p><b><u>Resolved</u></b>  <b>The Area Board awarded the sum of £5000.00 to The Grove Primary School.</b></p> <p><b><u>Reason</u></b>  <b>The application met the Grant Criteria.</b></p> <p><u>Health and Wellbeing Grants</u></p> <p>viii. <u>Trowbridge Community Area Future</u>  The sum of £3400.00 was requested for Community Hub @ BA14 Support Clubs. On the motion of Councillor Edward Kirk, seconded by Councillor Horace Prickett, it was,</p> <p><b><u>Resolved</u></b>  <b>The Area Board awarded the sum of £3400.00 to Trowbridge Community Area Future</b></p> <p><b><u>Reason</u></b>  <b>The application met the Grant Criteria.</b></p>
46	<p><u>Community Area Transport Group</u></p> <p>The Board received the notes of the Community Area Transport Group meeting and,</p> <p><b><u>Resolved:</u></b></p> <p><b>To approve the following awards:</b></p> <p><b>Issue 4824 – Speeding Westbury Road/Woodmarsh, North Bradley - £5000.00</b></p> <p><b>Issue 6920 Moyle Park , Trowbridge - £133.00</b></p> <p><b>Issue 7069 Speeding – Whaddon Lane, Hilperton - £160.00</b></p>
47	<p><u>Urgent items</u></p> <p>It was reported that the owners of the Bowyer’s site were almost in a position for public notice of their future plans, and it was hoped they could provide an update at the next Area Board meeting.</p>

A minute's silence was also held in response to the passing away of Councillor Jerry Wickham, Ethandune Division and previously Cabinet Member for Adult Social Care, Public Health and Public Protection, who had lived in Keevil.

The Board then discussed concerns at the lack of public engagement in many Board meetings, with suggestions that there be more focused and engaging topics on the agenda, and that there needed to be increased work to promote the activity of the Board. The Chairman asked that all members help promote the next meeting, which would include a presentation regarding cyber crime.





## Trowbridge Area Board Report – 25<sup>th</sup> July 2019.

### 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; 01/06/19 – 21/07/19.**

DWFRS have responded to 74 incidents in Trowbridge area between the dates above.

Trowbridge Fire Station Responded to a total of 82 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	42	3	45
Fire	9	1	10
Special Service	23	4	27
<b>Total</b>	<b>74</b>	<b>8</b>	<b>82</b>
<b>1<sup>st</sup> Pump Availability</b>	<b>100%</b>		
<b>2<sup>nd</sup> Pump Availability</b>	<b>69.2%</b>		

### **Recent Notable Incidents**

A couple of commercial premises fires. A Horse Rescue which was stuck between two substantial trees. A gas main leak which was caused by a digger accidentally damaging the pipe.

The Heavy Rescue Unit responded to 3 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/>

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