

AGENDA

Meeting: Trowbridge Area Board
Place: Council Chamber - County Hall, Bythesea Road, Trowbridge, BA14 8JN
Date: Thursday 5 March 2020
Time: 7.00 pm

An area board event is being held at 6.00pm on 12 March 2020 at John of Gaunt School Wingfield Road, Trowbridge – public and interested parties are welcome

Including the Parishes of: Hilperton, North Bradley, Southwick, Trowbridge 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 direct line 01225 718504 or email kieran.elliott@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 Andrew Bryant, Drynham
Cllr Ernie Clark, Hilperton
Cllr Peter Fuller, Park
Cllr David Halik, Grove
Cllr Edward Kirk, Adcroft (Chairman)
Cllr Steve Oldrieve, Paxcroft
Cllr Stewart Palmen, Central
Cllr Horace Prickett, Southwick (Vice-Chairman)
Cllr Jo Trigg, Lambrok

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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

Items to be considered

Time
(All times
are
estimates
only)

1 **Apologies**

To receive any apologies for absence.

7.00pm

2 **Minutes** (*Pages 5 - 10*)

To approve the minutes of the meeting held on 9 January 2020.

3 **Declarations of Interest**

To receive any declarations of disclosable interests or dispensations granted by the Standards Committee.

4 **Chairman's Announcements**

To include the following:

- a) Community Governance Review

7.05pm

5 **Partner Updates** (*Pages 11 - 16*)

To note any updates from the following:

- a) Wiltshire Police
- b) Dorset and Wiltshire Fire and Rescue Service
- c) Town and Parish Councils
- d) Local Youth Network
- e) Trowbridge Wellbeing Centre Development Group (under Economic Development Update)

7.10pm

6 **Economic Development Update (Including East Wing)** (*Pages 17 - 18*)

To receive an update on progression of economic development matters within the Community Area.

7.30pm

7 **Funding** (*Pages 19 - 38*)

To consider the following grant applications:

7.50pm

Applicant	Amount requested
Applicant: Trowbridge Town Council Project Title: Community Area Speed Indicator Device View full application	£4883.97

Applicant: Trowbridge Sports Forum (Trowbridge Town Council) Project Title: Longfield Muga Enhancement View full application	£20000.00
Applicant: Trowbridge Fairtrade Town Group Project Title: Trowbridge Town Hall electrical services upgrade View full application	£972.00
Applicant: The Breathe Project CIC Project Title: Owlets and Owls Intergenerational Group View full application	£2400.00

8 **Community Area Transport Group** (*Pages 39 - 60*)

8.30pm

To receive the notes of the CATG, including award of the following issues:

16-19-13 Newtown Pedestrian Crossing and Wesley Road Junction – 20mph assessment - £1666.67 subject to contribution of £833.33 from Trowbridge Town Council.

Issue 4824 – Speeding Westbury Road/Woodmarsh, North Bradley - £5000.00

9 **Urgent items**

8.35pm

Any other items of business which the Chairman agrees to consider as a matter of urgency.

MINUTES

Meeting: Trowbridge Area Board
Place: The Cotswold Space - County Hall, Trowbridge BA14 8JN
Date: 9 January 2020
Start Time: 7.00 pm
Finish Time: 9.15 pm

Please direct any enquiries on these minutes to:

Kieran Elliott ,Tel: 01225 718504 or (e-mail) kieran.elliott@wiltshire.gov.uk

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

In Attendance:

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

Cllr Jon Hubbard

Total in attendance: 26

<u>Agenda Item No.</u>	<u>Summary of Issues Discussed and Decision</u>
1	<u>Apologies</u> There were no apologies.
2	<u>Minutes</u> The minutes of the meeting held on 7 November 2019 were presented for consideration and it was, <u>Resolved:</u> To approve and sign the minutes as a true and correct record.

3	<p><u>Declarations of Interest</u></p> <p>There were no declarations.</p>
4	<p><u>Chairman's Announcements</u></p> <p>The written announcements in the agenda pack were noted. Further updates included:</p> <p>Welcoming Cllr Jo Trigg as the new Member for Trowbridge Lambrok.</p> <p>In relation to volunteering on council owned land it was stated those who had been affected had been contacted about what activities could take place and which could not, and training would be provided to allow a return to the activities that had been taking place.</p> <p>Cllr Oldrieve advised that as part of the local carbon reduction plan volunteers were being sought to help plant 600 trees in the community area, and anyone interested should contact him.</p> <p>In relation to the ongoing Community Governance Review the online survey could be accessed at http://www.wiltshire.gov.uk/council-democracy-cgr .</p> <p>An update was provided by Jessica Gibbons, Director of Neighbourhood and Community, regarding Trowbridge Sports Centre at Clarendon. Following an initial review of the structure earlier in the year a more comprehensive review before Christmas revealed the steel frame structure was not in a safe state, and the building was closed on 24 December 2019. The hall itself would be safe to reopen shortly, but the structure for the swimming pool area would be a longer-term issue and remain closed. The council was looking at other swimming pools and whether more lessons and other sessions could be put on to compensate.</p> <p>In response the Board noted that leisure was a long-term issue in the town and hoped the council would take note of previous consultant's reports on the issue. In particular, the Board agreed to comment to the executive that they were dismayed at the closure of a vital amenity, and to note that it showed a need for swift action to resolve, and to enquire whether a solution could involve development of the east wing site which was to include a leisure component.</p>
5	<p><u>PCC Precept Consultation</u></p> <p>Angus MacPherson, Police and Crime Commissioner, was in attendance regarding a consultation on proposals to increase the PCC precept.</p> <p>The Commissioner explained his role and provided details of new officer recruitment, noting that full training took three years so any further increases would take time. He noted the increase in focus on solving Cyber Crime, and that Wiltshire remained among the lowest funded police service by head of population. Details were sought on changes to training methods and the</p>

	<p>different costs between the methods. It was also suggested that during their training officers could for individual days be placed in towns such as Trowbridge both for visibility and as part of their development.</p> <p>An update was also received from Inspector Andy Fee on recent developments in the area, including a pilot being run with the council and public health to resolve local problems through focused coordination in the appropriate way. The group was in its early stages, but was currently looking at the issue of begging and the best multi agency way to tackle the issue.</p>
6	<p><u>Changes to Kerbside Collection</u></p> <p>Martin Litherland, Head of Service, Waste Management, delivered a presentation on changes to kerbside collections that would be implemented in 2020. Exact dates for each area had not yet been agreed, and residents were instructed not to change what they placed in each bin until they had received a letter notifying the changes had come into effect.</p> <p>The principal change would be an increase in the amount of material which could be placed in the blue lidded bins, to include paper, food cans, drink cans, aerosols and foil. The black box would continue to be used for glass and textiles. The changes would also allow full use of the capacities of the collection vehicles, reducing the number that were used. Collections would remain fortnightly.</p> <p>The Board discussed the update, and enquired around food waste collection. It was stated there were not currently plans to do so as in a rural county such as Wiltshire the necessary weekly collection would be difficult, and that after initial gains peoples' habits tended to change and reduce the amount recycled. However, the government was consulting on the issue and would continue to be looked at.</p> <p>In response to queries it was stated that the council had an agreement with the providers of the bins to replace any broken lids.</p> <p>The Board thanked Mr Litherland for his presentation.</p>
7	<p><u>Partner Updates</u></p> <p>Updates from partners were received as follows:</p> <ul style="list-style-type: none"> <li data-bbox="363 1727 1495 1839">i. Wiltshire Police The written update was noted. The verbal update from Inspector Fee was received under Minute 5. <li data-bbox="363 1872 1495 2018">ii. Town and Parish Councils The written update from Trowbridge Town Council was noted. It was also noted that as a copy of a town council committee report, final resolutions would not always match the recommendations contained in those reports.

	<p>A referendum on the North Bradley Neighbourhood Plan was delayed, and the parish council were also concerned about the ongoing Community Governance Review.</p> <p>iii. Trowbridge Wellbeing Centre Development Group/Update on East Wing</p> <p>The written update from the interim Head of Economic Development was noted. Mr Colin Kay from the group stated he had met with the Leader of the Council, though not officers. Progress would continue to be monitored closely, particularly given difficulties encountered to date.</p> <p>It was also formally noted that the Safer and Supportive Communities Group was not overseen and run by Trowbridge Future.</p>
8	<u>Funding</u>
8a	<p><u>Longfield Muga Enhancement</u></p> <p>The Board considered a grant application from Trowbridge Town Council for enhancement the Longfield Muga (Multi-Use Games Area) for £20,000. During discussion it was raised that several members of the Board were dual hatted members who also sat on Trowbridge Town Council. It was stated that membership of a town or parish council did not automatically prevent a member from considering and voting on an application, but after debate it was agreed to defer the application so that Board members could seek further advice on whether it was necessary or appropriate for dispensations to be made or declarations prepared.</p>
8b	<p><u>Other grants</u></p> <p><u>HELP Counselling Services</u> The sum of £660.00 was requested for an expansion of the services being offered. On the motion of Cllr David Halik, seconded by Cllr Stewart Palmen, it was</p> <p><u>Resolved:</u> The Area Board awarded the sum of £660.00 to HELP Counselling Services.</p> <p><u>Reason:</u> The application met the Community Area Grant Criteria.</p> <p><u>Trowbridge Town Football Club</u> The sum of £4030.00 was requested for the Woodmarsh project of pitch and other improvements. On the motion of Cllr Ernie Clark, seconded by Cllr David Halik, it was,</p>

	<p><u>Resolved:</u> The Area Board awarded the sum of £4030.00 to Trowbridge Town Football Club.</p> <p><u>Reason:</u> The application met the Community Area Grant Criteria.</p> <p><u>Richmond Fellowship</u> The sum of £985.80 was requested for the 'Wiltshire Hearing Voices Group'. On the motion of Cllr David Halik, seconded by Cllr Stewart Palmen, it was,</p> <p><u>Resolved:</u> The Area Board awarded the sum of £985.80 to the Richmond Fellowship.</p> <p><u>Reason:</u> The application met the Community Area Grant Criteria.</p> <p><u>Youth Grants</u> The application from Wiltshire YFC was deferred at the request of the applicants.</p> <p>On the motion of Cllr Ernie Clark, seconded by Cllr Stewart Palmen, it was,</p> <p><u>Resolved:</u> To award the sum of £5000.00 to Trowbridge Future To award the sum of £1500.00 to Young Melksham for the 'No Limits SEND Youth Club' project To award the sum of £4800.00 for the Trowbridge Club 1 Free Gym Referral Programme project.</p>
9	<p><u>Homelessness and Rough Sleeping Update</u></p> <p>At the last meeting of Trowbridge Area Board up to £5000 was made available for the Community Engagement Manager to provide support to appropriate agencies and groups to seek to increase activities to address homelessness in the community area.</p> <p>Liam Cripps, Community Engagement Manager, provided an update of meetings held with local partners such as the police and Alabare, and costed proposals were prepared to increase staff hours, training and use of areas as a safe drop in.</p> <p>The Board welcomed the update and endorsed the release of £4,088 of the allocated £5000 to Alabare and the rough sleeping team to further enhance and support the work taking place at The Haven in Trowbridge. The grant from the Area Board was for the following:</p> <ul style="list-style-type: none"> To open the Haven for an extra 14hrs per week between 09:00am – 11:00am. This would enable the Alabare staff to work with the residents, provide additional support and use the Outcome Star to track the

	<p>residents progress. It would also allow other services to provide additional support – Housing Options, Turning Point, Public Health etc.</p> <ul style="list-style-type: none"> • The additional funding would provide a hot Breakfast/Brunch. Additional funding would be used for clients who wish to access training, SIA cards, transport/clothing for job interviews. • The Haven would be opened as a Drop-In for those who aren't residents, but sleeping rough/begging in town. This would provide facilities for engagement, hot showers, clothes and a hot meal. However, the condition would be they would need to be referred in by the Rough Sleeper Team. The reason for this condition was due to when other drop-ins have opened, a number of people use the service who did not require it. Due to the location of the Haven being in a residential area, numbers would need to be monitored to ensure no issues arose that would put the Haven at threat of closing.
10	<p><u>Woodland proposal - Wiltshire West District Scout Association</u></p> <p>John Cox from the Wiltshire West District Scout Association made a presentation regarding a proposed project to buy three fields and plant 25,000 trees to create new wildlife habitats. The association had noted the developing Bat Mitigation Strategy at Wiltshire Council to offset the effects of new housing developments in the area and it felt it could perform such a function cheaper and more effectively, as well as addressing concerns regarding climate change. The association hoped Board members would support their efforts.</p> <p>The Board welcomed the presentation and several members indicated they would support efforts for further meetings between the association and Wiltshire council to discuss whether the proposal could be taken forward.</p>
11	<p><u>Urgent items</u></p> <p>There were no urgent items.</p>



DORSET & WILTSHIRE FIRE & RESCUE SERVICE

WILTSHIRE AREA BOARD REPORT

Community Safety Plan

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

Prevention

We are committed to making a real difference to the lives of people in Dorset and Wiltshire. Our aim is to reduce the level of risk and harm to our communities from fire, targeting those most at risk. We do this primarily through our Safe and Well visits.

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

Are you or anyone you know:-

- Over the age of 65?
- Need a smoke detector?
- Have a long-term health condition?
- Suffer from poor hearing or sight loss?
- Would you struggle to escape in the event of a fire?

If you can answer yes to more than one of these questions, then please call us on 0800 038 2323 or visit <https://www.dwfire.org.uk/safety/safe-and-well-visits/>



Protection

On-going interaction by Protection Team members with Local Authorities, Private landlords and tenants regarding fire safety-related matters: external cladding systems; fire detection and warning systems; fire resisting doors (& self-closers); combustibility/fire resistance of construction materials; commercial and residential sprinklers systems and water-mist suppression systems

General Enquiries

If you have a general fire safety enquiry regarding commercial property, please email fire.safety@dwfire.org.uk and the Fire Safety Team will respond in office hours.

Fire Safety Complaint

If you wish to tell us about fire safety risks in commercial premises, such as locked or blocked fire exits, you have three options:

- You can email the fire safety department at enforcement@dwfire.org.uk
- Call 01722 69 1717 during office hours (9am-5pm).
- Call our Service Control Centre on 0306 799 0019 out of office hours (5pm-9am)

On Call Recruitment

Have you always wondered if you could join the fire service, but haven't had the opportunity to find out more? Have you found yourself seeking your next challenge, keen to give back to the local community or wanting to learn new skills including leadership and teamwork? Then becoming an on-call firefighter is for you.

As a paid position, on-call firefighters commit anywhere between 40 to 120 hours per week, during which time they must be able to respond to the station immediately.

Many have 'normal' jobs during the day, then upon their return home make themselves available overnight or during the weekends. Some of our crew respond from their workplaces during the day, and we are very grateful to their employers for releasing them to perform their vital duties.

Anyone over 18 years old can apply (although you can also apply once you are 17½) you must be able to respond and attend the fire station within 5-8 minutes, you have a good standard of physical fitness (i.e. you are generally active), and you must have the right to work in the UK.

Further information on becoming an On Call Firefighter can be found at www.dwfire.org.uk/working-for-us/on-call-firefighters/ or should you have any questions, you can call **01722 691444**.



Recent News & Events

Flooding



Over recent years, we have seen more and more properties affected by flooding during periods of significant rain.

Flooding can be caused by rivers and watercourses overflowing; it can also be caused by drains and culverts being unable to cope with excess surface water on the roads.

Everyone whose home is at risk of flooding should have a plan of what to do if the worst happens.

For information regarding any of the below please refer to:-

<https://www.dwfire.org.uk/safety/flooding/>

- Preparing for a flood
- When flooding starts
- Travelling in flooded areas
- After the flood
- Flooding and your electrics

See also:

- Environment Agency – www.environment-agency.gov.uk
- Government web page – [Floods Destroy](#)
- Electrical Safety First – www.electricalsafetyfirst.org.uk



Winter safety



Keeping warm in the winter means using portable heaters, electric blankets or wheatbags – but all of these and the below, carry a fire risk,

- Portable heaters
- Open fires
- Gas fires
- Electric blankets

Please visit <https://www.dwfire.org.uk/safety/safety-at-home/winter-safety/> for further information.

See also:

- The Fire Kills campaign has produced a leaflet on [Fire Safety in the Winter](#).
- There is a wealth of good advice at www.metoffice.gov.uk/barometer/advice

Advice for carers



If you care for a loved one, or work in the care sector, there is much you can do to help keep the person you care for safe. Please visit <https://www.dwfire.org.uk/safety/advice-for-carers/> for various information and advice.



Demand

Total Fire Calls for Trowbridge Fire Station for period January 2020

Category	Total Incidents
No. of False Alarms	12
No. of Fires	7
No. of Road Traffic Collisions and other Emergencies	14
Total	33

Local Incidents of Note

The usual seasonal rise in Chimney Fires, but otherwise, nothing exceptional to note.

Phil People
Station Manager
Email: phil.people@dwfire.org.uk
Mobile: 07787862767

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Report of the Wellbeing Centre Development Group March 2020

Before Chris Hilton (Interim Head of Economic Development) left Wiltshire Council, I managed to have a brief meeting with him. He informed me that:

- Sam Fox (Director of Economic Development and Planning) has picked up the project on the East Wing site. Rory Bowen (Senior Development Officer - Commercial Development, Regeneration) is also involved on an interim basis.
- The consultants Inside Circle have been appointed to prepare the detailed future High Streets bid and a delivery plan for the revised Masterplan. They have been carrying out an engagement programme within the Council and will now extend that to other stakeholders. They met with the Director of Trowbridge Town Hall on 19th February.
- The East Wing project will not be part of the Future High Streets bid but will be covered by the delivery plan for the Masterplan.
- Leisure are in process of carrying out a review of the needs of Wiltshire and the most effective strategy for meeting them. This will need to feed into the East Wing Project.
- I have a meeting with Rory Bowen on 28th February.
- I am seeking a meeting with David Redfern, Head of Leisure, to discuss the review and also the implications for it of the state of the swimming pool at Clarendon.
- I am unable to attend the Area Board on Thursday 5th March as I am away from Trowbridge at the end of that week, but I will send any written update to the Chair following my meeting on Friday 28th February.

Colin Kay
March 2020

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Agenda Item 7

Report to	Trowbridge Area Board
Date of Meeting	12/03/2020
Title of Report	Community Area Grant funding

Provisional Figures	Area Board Grants Budget	H&WB Fund	LYN Fund	CATG
Opening balance 2019/20	£71,933.00	£7,875.00	£32,540.00	
Grant Applications Awarded to date	£45,856.00	£7,875.00	£32,540.00	-
Current Balance	£26,359.93	£0.00	£0.00	
Balance if all grants are agreed at this meeting	-£1,896.04	£0.00	£0.00	N/A

Purpose of the report:

To consider the applications for funding listed below

Applicant	Amount requested
Applicant: Trowbridge Town Council Project Title: Community Area Speed Indicator Device View full application	£4883.97
Applicant: Trowbridge Sports Forum Project Title: Longfield Muga Enhancement View full application	£20000.00
Applicant: Trowbridge Town Hall Arts Project Title: Trowbridge Town Hall electrical services upgrade View full application	£972.00
Applicant: The Breathe Project CIC Project Title: Owlets and Owls Intergenerational Group View full application	£2400.00

1. Background

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

[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
3579	Trowbridge Town Council	Community Area Speed Indicator Device	£4883.97

Project Description:

The Area Board CATG has asked that a Speed Indicator Device is obtained for the Community Area to be shared by the five local councils.

Input from Community Engagement Manager:

The grant meets the criteria for a capital project and should be considered by the members of Trowbridge Area Board. The application has support of neighbouring parishes who will also benefit from the use of the equipment.

Proposal

That the Area Board determines the application.

Application ID	Applicant	Project Proposal	Requested
3478	Trowbridge Sports Forum	Longfield Muga Enhancement	£20000.00

Project Description:

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

Input from Community Engagement Manager:

The applicant has provided additional information upon request to support this application and will be delivering a presentation on the evening.

The grant meets the criteria for a capital project, however, it should be noted that the request for £20,000 sits above the usual threshold of £5,000 for a capital grant from an Area Board. Should members wish to award more than £5,000, detail of why this decision has been taken and how this grant has reached the 'exceptional circumstances' threshold needs to be documented.

Proposal

That the Area Board determines the application.

Application ID	Applicant	Project Proposal	Requested
3643	Trowbridge Town Hall Arts	Trowbridge Town Hall electrical services upgrade	£972.00
<p>Project Description: The Town Hall is operated by a Trust and seeks to develop the Hall as a venue for multi interest community groups public service events and entertainment. The Trust hope to open a refurbished court room in March but have to meet security and health and safety obligations. This grant provides for the installation of CCTV and kitchen equipment in the reception area.</p> <p>Input from Community Engagement Manager: The grant meets the criteria for a capital project and should be considered by the members of Trowbridge Area Board.</p>			
<p>Proposal That the Area Board determines the application.</p>			

Application ID	Applicant	Project Proposal	Requested
3585	The Breathe Project CIC	Owlets and Owls Intergenerational Group	£2400.00
<p>Project Description: The vision of The Breathe Project is to create affordable enjoyable outdoor experiences for our local community to improve physical and mental wellbeing. The Breathe Project would like to run a community group in Trowbridge Sensory Garden and Trowbridge Town Hall to cross the generations. It would be aimed at toddlers their parents and retired individuals.</p> <p>Input from Community Engagement Manager: The grant meets the criteria for a capital project and should be considered by the members of Trowbridge Area Board. The applicant is clear that any funding awarded by the Area Board is for the purchase of equipment only and not for the running costs of the group.</p>			
<p>Proposal That the Area Board determines the application.</p>			

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

Report Author:

Liam Cripps
Community Engagement Manager
01225 713143
Liam.cripps@wiltshire.gov.uk

Grant Applications for Trowbridge on 12/03/2020

ID	Grant Type	Project Title	Applicant	Amount Required
3579	Area Board Initiative	Community Area Speed Indicator Device	Trowbridge Town Council	£4883.97
3478	Area Board Initiative	Longfield Muga Enhancement	Trowbridge Sports Forum	£20000.00
3643	Community Area Grant	Trowbridge Town Hall electrical services upgrade	Trowbridge Fairtrade Town Group	£972.00
3585	Community Area Grant	Owlets and Owls Intergenerational Group	The Breathe Project CIC	£2400.00

ID	Grant Type	Project Title	Applicant	Amount Required
3579	Area Board Initiative	Community Area Speed Indicator Device	Trowbridge Town Council	£4883.97

Submitted: 19/12/2019 11:16:58

ID: 3579

Current Status: Application Appraisal

To be considered at this meeting:

tbc contact Community Area Manager

1. Which type of grant are you applying for?

Area Board Initiative

2. Amount of funding required?

£501 - £5000

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

Yes

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

This is an initiative of the Area Board supported by the town council and the four parish councils and Trowbridge Town Council is acting as the coordinating body for the application and for management of the SID once obtained.

5. Project title?

Community Area Speed Indicator Device

6. Project summary:

The Area Board CATG has asked that a Speed Indicator Device is obtained for the Community Area to be shared by the five local councils.

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

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

Transport

Safer communities

If Other (please specify)

10. Finance:

10a. Your Organisation's Finance:

Your latest accounts:

04/2019

Total Income:

£3782526.00

Total Expenditure:

£3100007.00

Surplus/Deficit for the year:

£913593.00

Free reserves currently held:

(money not committed to other projects/operating costs)

£176697.00

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

The town council is only coordinating this project on behalf of five local councils. The free reserves should reflect a minimum of three months revenue expenditure 387000 and currently they fall well below this.

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

10b. Project Finance:

Total Project cost	£10983.97
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Total required from Area Board	£4883.97
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Expenditure (Itemised expenditure)	£	Income (Itemised income)	Tick if income confirmed	£
Malatite VIA SIS Vario Solar	3255.02	Hilperton PC		1220.00
Mounting	137.95	West Ashton PC		1220.00
Spare Battery	135.50	North Bradley PC		1220.00
Spare Charger	135.50	Southwick PC		1220.00
Management and instalation Year 1	3660.00	Trowbridge Town Council		1220.00
Management and installation year 2	3660.00			
Total	£10983.97			£6100

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 residents of the areas where the SID will be deployed will benefit from reduced vehicle speeds improved environment and safer streets. The drivers of vehicles on the roads detected by the SID will benefit from understanding if they are exceeding the speed or reassurance that they are driving safely.

14. How will you monitor this?

Feedback from parish councils and residents through correspondence and social media.

15. Safeguarding. Please tell us about how you will protect and safeguard those involved in your project

Trowbridge Town Council has an adopted policy for safeguarding. All staff receive training and induction - TTC is an Investors in People GOLD accredited employer. Where staff are required to be DBS checked they are. The staff undertaking the installation work will not be DBS checked. Head of Service - Hayley Bell.

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

Annual contributions from the parish councils.

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

na

18. DECLARATION

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

Quotes:

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

Accounts:

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

Constitution:

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

Policies and procedures:

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

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

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

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

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

And finally...

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

3478	Area Board Initiative	Longfield Muga Enhancement	Trowbridge Sports Forum	£20000.00
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Submitted: 10/10/2019 13:51:42

ID: 3478

Current Status: Application Appraisal

To be considered at this meeting:

tbc contact Community Area Manager

1. Which type of grant are you applying for?

Area Board Initiative

2. Amount of funding required?

£5001+

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

Yes

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

Trowbridge Town Council already charges more than another in our community area and all of our additional funding for 2020 2021 will be allocated to undertaking the responsibility fo Wiltshire Council.

5. Project title?

Longfield Muga Enhancement

6. Project summary:

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

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 7HE

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

Children & Young People

Health and wellbeing

Leisure and Culture

Older People

Our Community

Safer communities

If Other (please specify)

10. Finance:

10a. Your Organisation's Finance:

Your latest accounts:

06/2019

Total Income:

£275602.00

Total Expenditure:

£731937.00

Surplus/Deficit for the year:

£35023.00

Free reserves currently held:

(money not committed to other projects/operating costs)

£99273.18

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

The reserves are allocated

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

10b. Project Finance:

Total Project cost		£146917.00		
Total required from Area Board		£20000.00		
Expenditure (Itemised expenditure)	£	Income (Itemised income)	Tick if income confirmed	£
Seymour	2586375.00	Sport England		92000.00
Longfield	4519330.00			
Studley	4521900.00			
Grove	30640.94			
Total	£11658245.94			£92000

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?

Investment in these multi-sport courts will draw them once more into their community. They can become a focal point for leisure and affordable sport in the community and support existing programmes with a renewed resource and opportunities to development. The site at Studley Green for example redevelopment here would give investment to an area of the community that is in the top 10 nationally for social and economic deprivation in the UK. It could be utilised by Trowbridge Wanderers Football Club who play at Studley Green and foster the development of grass roots football. It would also give the National Street Games Doorstep programme a dedicated outside space to use. This is a view supported by Danny Gleeson Sports Development Officer Wiltshire Council will support and work in partnership with Active Trowbridge Trowbridge Town Council through our Street Games This Girl Can and Disability Sports programmes ensuring that new facilities are put to good use. The site at Longfield is central placed again in one of Trowbridges areas of economic deprivation and is key multi faith community. Investment in this site would benefit the local primary school situated right next to the MUGA it would benefit the youth group and the new formed This Girl Can programme which operate out of Longfield Community Centre. We can also ensure that the site is disability inclusive for Stepping Stones a specialist centre located at Longfield. The work to the site at Seymour can be finalised and could again be utilised by the Seymour youth group for sport and along site the grass pitches at this site could offer a great opportunity for the development of club sport. The head of Bellefield Primary serving the Seymour Rd area describes these multi-sport courts as vital. They give young people a different focus than they might otherwise have had if there were no or substandard sports amenities the Seymour Road residents value their community and this would be an invaluable asset to them as well as to all of the young people who attend my and other schools. The children in the area need a safe high quality provision to encourage them to exercise and to learn how to be part of a wider community. The multi-sport site at The Grove is adjacent to 2 of the other housing estates that have no play or sport facilities investing in this site that has severely lacked investment will help to make it a hub for a wide area of the town. It has close proximity to a local primary and Wiltshire Colleges Trowbridge Campus giving students an accessible space for sport and would like the site at Seymour provide a space for club sport to be developed. As the Head of The Grove Primary School states It is clear that our local sports facilities are in need of repair We need our children to be inspired by their local facilities and encouraged to further their sports participation by feeling pride in their environment.

14. How will you monitor this?

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

multi-sport court at this site coincided with Selwoods own community and partner consultation which asked residents to comment on what aspects of the estate required work and a re-occurring trend in the data has been improvements to the multi-sport court providing facilities for young people particularly with a focus on basketball and provision of new health and well-being initiatives

15. Safeguarding. Please tell us about how you will protect and safeguard those involved in your project

Trowbridge Town Council has a safeguarding policy all staff have DBS checkes and safeguarding training.

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

Once the facilities are enhanced TTC will take over ensuring the facilities are maintained to provide high quality facilities for the future.

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

The project is part of a wider enhancement of all four hard courts in Trowbridge Sports England have confirmed funding for three but wont fund Longfield. As one of the key areas of deprivation and part of the Healthier communities project i believe its imperative Longfield dont get forgotten

18. 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)

Project/Business Plan:

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

Accounts:

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

Constitution:

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

Policies and procedures:

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

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

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

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

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

And finally...

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

3643	Community Area Grant	Trowbridge Town Hall electrical services upgrade	Trowbridge Fairtrade Town Group	£972.00
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Submitted: 31/01/2020 11:31:10

ID: 3643

Current Status: Application Appraisal

To be considered at this meeting:

tbc contact Community Area Manager

1. Which type of grant are you applying for?

Community Area Grant

2. Amount of funding required?

£0 - £500

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

No

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

5. Project title?

Trowbridge Town Hall electrical services upgrade

6. Project summary:

The Town Hall is operated by a Trust and seeks to develop the Hall as a venue for multi interest community groups public service events and entertainment. The Trust hope to open a refurbished court room in March but have to meet security and health and safety obligations. This grant provides for the installation of CCTV and kitchen equipment in the reception area.

7. Which Area Board are you applying to?

Trowbridge

Electoral Division

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

BA148EQ

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

Children & Young People

Economy

Environment

Health and wellbeing

Leisure and Culture

Older People

Our Community

Safer communities

If Other (please specify)

10. Finance:

10a. Your Organisation's Finance:

Your latest accounts:

03/2019

Total Income:

£172576.83

Total Expenditure:

£128214.25

Surplus/Deficit for the year:

£44362.58

Free reserves currently held:

(money not committed to other projects/operating costs)

£0.00

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

The success of the refurbishment of the Court Room is subject to a contracting process currently not yet awarded and all funds are being allocated on a priority basis. The projected cost of enhancing the hall in total is many multiples of any current surplus hence the prioritisation. This project though small in value addresses high priority risks to opening the refurbished Court Room by Easter 2020.

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

10b. Project Finance:

Total Project cost £972.00

Total required from Area Board £972.00

Expenditure (Itemised expenditure)	£	Income (Itemised income)	Tick if income confirmed	£
Contract electrical.	972.00	Grant income		0.00
CCTV kit	289.97	CCTV kit		289.97
consumeables	50.00	consumeables		50.00
volunteer labour	200.00	volunteer labour		200.00
racking	100.00	racking		100.00
CCTV software	120.00	CCTV software		120.00
Total	£1731.97			£759.97

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 Town Hall offers a multi user space and particularly links with current discussions to enhance the Town Centre as a vibrant Town Hall is an essential feature of any Town Centre Development Plan. This project will ensure that public space safety is improved and meets current electrical legislation. As part of the development for the Town Hall a parallel project is seeking to make the building more accessible through implementing an improved front access a grant of 10000 has already been received in this regard.

14. How will you monitor this?

Volunteers of the Town Hall Trust have the competency to review the installation and to add it to the electrical inspection regime as has happened with other works. The nominated contractor has already won 2 competitive bids for work at the Town Hall over the last 3 years and is well accepted as undertaking high quality work.

15. Safeguarding. Please tell us about how you will protect and safeguard those involved in your project

The works are only undertaken during supervised hours and therefore no safeguarding risk exists. The Trust appointed manager has responsibility for safeguarding and the upkeep of the register. As oversight of the works Peter Barnett volunteer has a DBS check.

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

Not applicable the works will hopefully be completed as soon as practical

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

The Town Hall Development is well documented and public consultation as to the buildings re-establishment as a community space are ongoing led by the Director David Lockwood.

18. 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.

3585	Community Area Grant	Owlets and Owls Intergenerational Group	The Breathe Project CIC	£2400.00
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Submitted: 22/12/2019 13:36:33

ID: 3585

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?

Owlets and Owls Intergenerational Group

6. Project summary:

The vision of The Breathe Project is to create affordable enjoyable outdoor experiences for our local community to improve physical and mental wellbeing. The Breathe Project would like to run a community group in Trowbridge Sensory Garden and Trowbridge Town Hall to cross the generations. It would be aimed at toddlers their parents and retired individuals.

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:

Children & Young People

Environment

Health and wellbeing

Older People

Our Community

If Other (please specify)

10. Finance:

10a. Your Organisation's Finance:

Your latest accounts:

Total Income:

£

Total Expenditure:

£

Surplus/Deficit for the year:

£

**Free reserves currently held:
(money not committed to other projects/operating costs)**

£

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

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

10b. Project Finance:

Total Project cost		£12521.73		
Total required from Area Board		£2400.00		
Expenditure		Income	Tick if income	
(Itemised	£	(Itemised	confirmed	£
expenditure)		income)		
Resources	4422.03	Community Lottery Grant		10000.00
Staff costs	6959.70	Our reserves	yes	121.73
Consumables	450.00	Our reserves		0.00
Marketing	570.00	Our reserves		0.00
Insurance	120.00	Our reserves		0.00
na	0.00	Our reserves		0.00
na	0.00	Our reserves		0.00
na	0.00	Our reserves		0.00
na	0.00	Our reserves		0.00
na	0.00	Our reserves		0.00
Total	£12521.73			£10121.73

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 aim of the project will be to address some of the Trowbridge Priorities as defined by the council. One being to address the issue of social isolation and loneliness in the older generation whilst building relationships across our community. We would help to create an environment of sharing skills and friendship while spending time in the fresh air. The children will also be able to build relationships with others learn new skills from them and develop their social interactions. Other Trowbridge priorities we would be able to address would be physical activity and developing healthy lifestyles. There has also been identified

a need for affordable access to cultural and community activities as well as positive activities for older people. This is a new group but based on the success of Owlets Forest School Toddler Group which we have been running for over 4 years. We strongly believe it would lead to developing more outdoor community projects and to reach areas of deprivation in Trowbridge. Owlets and Owls will be working in the centre of Trowbridge town to use spaces that are important landmarks. The Trowbridge Town Hall is building its reputation as a community space that offers arts and culture while the Trowbridge Sensory Garden is a charity that has volunteers that create a beautiful garden behind the Town Hall. Our aim would be to raise community awareness of these spaces as well as building a community within them. With this new project we would like to build relationships within two often isolated groups of the community. The seasonal activities would be based on our natural environment whilst improving and maintaining the community space also. Within the group there would be the opportunity to share skills and learn new ones together. Activities will include gardening and creating a vegetable garden within the sensory garden which will help to encourage healthy lifestyles through physical activity and healthy eating. The project plans to run a group once a week over a six month period with an even mix of the different age groups. The group would then run for another 6 month period with a different set of individuals. In this way we are able to give individuals long enough to build lasting relationships with others as well as having a wide experience of the different activities through the seasons. The grant from the Area Board will go towards buying the equipment to run quality sessions each week. This will include the purchase of suitable tools for both older generation and preschool aged children.

Item	Quantity	Cost per item	Total cost
Event shelter	1	189.99	189.99
kneeling stools	10	10.86	108.6
hand fork	103	2.53	253.25
hand trowel	103	2.53	253.25
Gardening gloves	2036	0.20	360
secateurs	515	75	51575
spades	1088	0.80	10880
forks	1088	0.80	10880
rakes	514	8.37	4154.15
easi grip tools	1015	150	15000
kids rakes	513	2.86	66.4
kids forks	528	6.61	43.3
kids wheelbarrows	329	9.89	79.7
buckets	53	9.91	9.95
wheelie buckets	230	60	205
bulbs	205	100	20500
seeds	20360	0.01	203.60
compost	17070	0.01	170.70
top soil	17070	0.01	170.70
raised beds	31000	0.01	3100
bird feeders	3154	5	15770
bird boxes	1011	1	1011
hedgehog house	245	6.91	1.2
bat boxes	335	105	335105
minibeast homes	20122	40	2012240
bee homes	20153	00	2015300
nails 1x500g	66	10	440
hammers	1044	0	10440
scrapstore	155	0	155
paper	122	0	122
camping chairs	1015	150	15000
tool box	175	75	17575
magnifying glasses	59	5.94	7.95
329	9.98	9.97	54.79
23	9.95	68.55	1
binoculars	515	5.97	7.95
marine viewer	519	95	57.83
nets	57	8.39	312.49
37	4.7	32.99	8.97
identification sheets	33	5.10	5.5
fabric bunting	2m	36	150
water flask	150	100	15000
stackable cups	2	10	20
pack of	16	10.99	21.98
clay	21020	0	21020
bubbles	23060	44	22.03

14. How will you monitor this?

Feedback from participants will be sort at regular intervals during the project and the sessions adapted to meet the needs of the individuals as much as is possible as long as this still supports the need and objectives of the group. A regular dialogue will be ongoing between The Breathe Project Trowbridge Sensory Garden and Trowbridge Town Hall to ensure the project is successful for them.

15. Safeguarding. Please tell us about how you will protect and safeguard those involved in your project

I have training in safeguarding children and Prevent. I have an enhanced DBS check. The Breathe Project has its own safeguarding policy that is shared and followed by all

volunteers and employees. Volunteers and employees require a DBS to have been completed to be able to be part of a group.

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

Once the funding runs out a small charge to the participants of the group will ensure its continued success.

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

18. DECLARATION

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

Quotes:

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

Constitution:

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

Policies and procedures:

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

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

And finally...

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

COMMUNITY AREA TRANSPORT GROUP ACTION / NOTES LOG

	Item	Update	Actions and recommendations	Who
	Date of meeting: 17th January 2020			
1.	Attendees and apologies			
	Present:	Cllr Ernie Clark, Cllr Peter Fuller (Chair), Cllr Stuart Palmen, Cllr Jo Trigg, Cllr Andrew Bryant, Cllr David Halik, Cllr Roger Evans, Cllr Richard Covington, Roger Newman, Pat Whyte, Lance Allan, Liam Cripps, Kirsty Rose, Ashley Morgan		
	Apologies:	Cllr Edward Kirk, Cllr Horace Prickett, Cllr Steve Oldrieve		
2.	Notes of last meeting			
		The minutes of the previous meeting held were agreed at the Trowbridge Area Board meeting in Nov 2019 https://cms.wiltshire.gov.uk/ieListDocuments.aspx?CId=171&MId=12347&Ver=4		
3.	Financial Position			
		The budget allocation at the start of this meeting for £29,274.00		

COMMUNITY AREA TRANSPORT GROUP ACTION / NOTES LOG

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4.	Top 5 Priority Schemes			
a)	Issue 4824 – Speeding Westbury Road/Woodmarsh, North Bradley	<p>The substantive bid for this project has been unsuccessful. The Cabinet Member report can be seen here: https://cms.wiltshire.gov.uk/ieDecisionDetails.aspx?ID=1435</p> <p>The group discussed the potential for developer funding being sought to fund the Woodmarsh scheme and while this may be forthcoming in the future, it was agreed that a substantive CATG bid would be made in financial year 20/21 for funding of the scheme in the 21/22 financial year.</p>	CATG agreed a substantive bid would be made, with a £5000 contribution from CATG.	To note
b)	16-19-3 Broadcloth Lane, Clothyard and Weavers Drive, Trowbridge	<p><i>KR explained that the traffic surveys around the Longfield estate have been requested and the assessment will be progressed once the results have been removed.</i></p> <p><i>KR and PW visited Longfield Road and Brown Street. PW explained that the budget for footway improvements in 20/21 was yet to be set as Wiltshire Council has not yet had confirmation of its budget allocation from the Department for Transport. PW has collated a list of sites around the Trowbridge community area in which footway improvements are required. The amount of funding available will determine what works can take place. Should it not be possible to fund a larger scheme, smaller areas of repairs may be undertaken.</i></p>	<p>Assessment to be progressed.</p> <p>Footway improvements added to maintenance list.</p>	<p>KR</p> <p>PW</p>
c)	16-19-4 College Road/Sycamore Grove, Trowbridge	Order issued and awaiting completion by contractor.	Await completion.	KR

COMMUNITY AREA TRANSPORT GROUP ACTION / NOTES LOG

	Also include 16-19-10			
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COMMUNITY AREA TRANSPORT GROUP ACTION / NOTES LOG

5.	Other Priority schemes			
a)	Issue 6452 Conversion FP TROW13 to allow cycling	One item of correspondence was received during the formal consultation, raising queries about the signing etc of the route. These queries were answered, and the correspondent has not asked for the comments to be classed as a formal objection. The legal order be sealed in due course and the signing replaced to denote the shared use status.	Await completion	
b)	Issue 6573 Speeding HGV's Southwick Road North Bradley.	<p>Cllr Roger Evans confirmed that North Bradley Parish Council support the proposal to relocate the crossing. KR explained that the next steps would be to undertake design work to confirm the feasibility of the relocation and for the parish council then to undertake consultation with residents to ensure there is local support.</p> <p>In terms of funding, there may be monies available via the traffic signal maintenance budget in the future, however should this not be forthcoming, a substantive bid would need to be made.</p>	KR to progress feasibility design.	
c)	Issue 6920 Moyle Park, Trowbridge	Street name plate installation complete	Area board to note update and item to be removed from list.	
d)	Issue 7069 Speeding – Whaddon Lane, Hilperton	Sign installation works ongoing	Awaiting completion	

COMMUNITY AREA TRANSPORT GROUP ACTION / NOTES LOG

Page 43	e)	Issue 7071 B3105 Devizes Road Hilperton	<p>Hilperton Parish Council have undertaken consultation. The survey forms were distributed to all houses in Devizes Road and Stourton Park, plus houses in Hanewell Rise (the Devizes Road side).</p> <p>A total of 130 forms were issued and 65 responses had been received at the time this matter was discussed at a recent Parish Council meeting.</p> <p>Option 1 – the closure of the road at the Stourton Park roundabout on the western side – has come out as the preferred option of the five given in the survey.</p> <p>KR has emailed all other statutory consultees – including emergency services – for their comments on an informal basis.</p> <p>A response has been received from Wiltshire Police stating no objection provided a physical barrier is in place to ensure enforcement is not required. KR is to chase responses from Fire and Ambulance services</p>	KR to further contact Fire and Ambulance services.	
	f)	Issue 7229 Rodwell Park/Cleveland Gardens, Trowbridge	Street name plate installation is complete but is to be removed due to complaints/concerns from residents.	Awaiting removal.	

COMMUNITY AREA TRANSPORT GROUP ACTION / NOTES LOG

Page 44	<p>g) 16-19-2 A361 Lacock Gardens to Devizes Road</p>	<p>An update has been provided to the resident by Hilperton Parish Council.</p> <p>KR has reviewed the advanced warning signs for this junction. The existing signs can be replaced with warning signs on a yellow backing board to increase conspicuity. The signs are correctly located and illuminated – no changes to the location are required.</p> <p>The estimated cost of replacement of the advance warning signs on both approaches is £400.</p> <p>Cllr Ernie Clark proposed that, as the existing signing is suitable, that should the parish council wish to replace the signs, that they are asked to 100% fund this. This was agreed by CATG.</p>	<p>Hilperton Parish Council to consider funding sign replacement at a cost of £400.</p>	<p>HPC</p>
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COMMUNITY AREA TRANSPORT GROUP ACTION / NOTES LOG

<p>Page 45</p>	<p>h) 16-19-5 Silver Street Lane, Trowbridge</p>	<p>Cars are parking outside and opposite my house, making visibility and entering/exiting my property to park my car extremely difficult. Currently, I have two cars parked parallel just metres from Kingsdown Road. Obviously, this is parents parking to drop off their children at the Grove School? I would have thought if they were to put double yellow lines, perhaps it should be Silver Street Lane as a whole.</p> <p>Considering the width of the "lane", and the traffic already parking outside their houses towards the Bradley Road end, I wonder what would happen if everyone parked outside their houses on, say, Bradley Road. This issue is just going to get worse and I just wanted to make you aware of the problem on Silver Street Lane and the "rat run" it has become</p> <p>(I would like) White Line outside drive and/or double yellow along Bradley road</p>	<p>Both Trowbridge Town Council and CATG support the request for a white line marking, however it was resolved that the resident would need to fund this at a cost of £150.</p> <p>Issue raiser to be provided with an update.</p> <p>It was agreed that KR would circulate the newly approved practice document pertaining to keep clear marking requests and advice on the payment mechanism.</p>	
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COMMUNITY AREA TRANSPORT GROUP ACTION / NOTES LOG

Page 46	<p>i) 16-19-6 Pitman Court, Trowbridge</p>	<p>Cars are parking TOO CLOSE to the entrance to Pitman Court.</p> <p>Regarding the parking outside pitman Court, I have had 2 near misses pulling out onto the main road.</p> <p>(I would like) White Line outside entrance and/or double yellow.</p>	<p>Both Trowbridge Town Council and CATG support the request for a white line marking, however it was resolved that the residents would need to fund this at a cost of £150.</p> <p>Issue raiser to be provided with an update.</p> <p>It was agreed that KR would circulate the newly approved practice document pertaining to keep clear marking requests and advice on the payment mechanism.</p>	
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COMMUNITY AREA TRANSPORT GROUP ACTION / NOTES LOG

<p style="writing-mode: vertical-rl; transform: rotate(180deg);">Page 47</p>	<p>j) 16-19-7 Rock Road, Trowbridge</p>	<p>Cars unable to turn into Rock Road to head toward Frome Road due to other cars parking too close to the narrow entrance to the side road leading to the back gardens and car parking areas of the residents off Frome Road</p> <p>(I would like) White Line or double yellow – longer toward the Frome Road end to allow turning into Rock road and so on to Frome Road</p>	<p>Both Trowbridge Town Council and CATG support the request for a white line marking, however it was resolved that the residents would need to fund this at a cost of £150.</p> <p>Issue raiser to be provided with an update.</p> <p>It was agreed that KR would circulate the newly approved practice document pertaining to keep clear marking requests and advice on the payment mechanism.</p>	
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COMMUNITY AREA TRANSPORT GROUP ACTION / NOTES LOG

Page 48	k)	16-19-9 West Ashton Road, Trowbridge	<p>The cycle path that joins Castle Mead to the town, joins onto the West Ashton Road), just after last houses. The access/egress is poor and safety measures need improving.</p> <p>(I would like) Review of design and recommendation for any safety improvements.</p> <p>KR met with Cllrs Oldrieve and Prickett to review this location and the current issues. It is evident that the existing grass verge forming a link between two sections of footway is well worn as a result of pedestrian and cycle traffic. It is proposed that this verge be converted to footway, with a pedestrian barrier on the existing footway opposite the exit from the Castle Mead path to prevent cyclists/pedestrians from exiting directly onto the carriageway. The estimated cost of this is £10,390.</p> <p>The proposal was discussed and resolved that the views of Trowbridge Town Council should be sought, and the proposal be discussed at the next CATG meeting at which Cllr Prickett or Oldrieve would be present.</p>	<p>Trowbridge Town Council to consider proposal.</p> <p>Proposal to be discussed at next CATG meeting.</p>	TTC
	6.	New Issues			

COMMUNITY AREA TRANSPORT GROUP ACTION / NOTES LOG

<p>a)</p> <p style="writing-mode: vertical-rl; transform: rotate(180deg);">Page 49</p>	<p>16-19-13 Newtown Pedestrian Crossing and Wesley Road Junction</p>	<p>Motorists have been ignoring the Pedestrian crossing (several near misses with pedestrians trying to cross), Speeding and bad driving from cars coming Down Newtown and those coming out of Wesley Road. There has been 3 serious collisions in the last few months (please check Police records for precise details) luckily no one has been seriously injured so far.</p> <p>Reports of issues from members of the public on the crossing have been coming in for over a year and there have been previous requests for a pelican crossing to help the issue</p> <p>The road layout needs reviewing and the potential for some form of Traffic Calming should be investigated. At the very least the raising of the Pedestrian Cross should be considered</p> <p>KR asked for further information regarding the times of day etc when the drive-throughs at the crossing occur. Cllr Palmen explained that the residents all mentioned this being an issue, but it was not at any particular time of day or traffic conditions.</p> <p>Cllr Palmen stated that residents ultimately wanted a 20mph speed limit to be considered on Newtown and the roads around it such as Wesley Road etc. KR explained that the group could fund an assessment should it wish to do so.</p>	<p>It was agreed that a 20mph assessment would be funded at a total cost of £2500, subject to a 1/3 contribution from Trowbridge Town Council.</p> <p>In addition, KR will undertake site observations of the Zebra crossing at various times of day and identify any improvements required.</p>	<p>TTC</p> <p>KR</p>
<p>7.</p>	<p>Other items</p>			

COMMUNITY AREA TRANSPORT GROUP ACTION / NOTES LOG

<p>a)</p> <p style="writing-mode: vertical-rl; transform: rotate(180deg);">Page 50</p>	<p>Speed Indicator Devices</p>	<p>Lance Allan provided an update that the grant submission had been made and will be discussed at the March area board.</p> <p>North Bradley Parish Council have confirmed to LA that they are on board with the proposed charges. Richard Covington and Ernie Clark verbally confirmed that West Ashton Parish Council and Hilperton Parish Council also accept and will respond in writing in due course.</p> <p>It was explained that sites with CSW in operation are eligible for the SID and other sites must meet the set criteria. Sites can be checked to determine pre-existing status, and/or a traffic survey undertaken as required.</p>	<p>It was resolved that Lance Allan will prepare a bid for submission to the area board requesting funding to purchase a SID on behalf of the town council and parishes.</p>	<p>LA</p>
<p>b)</p>	<p>Union Street/Church Street, Trowbridge</p>	<p>Cllr Clark raised concern that the timings have changed at the traffic signal junction at Union Street/Church Street altering the priority. KR is to raise with Atkins and provide Cllr Clark with a response.</p>	<p>KR to provide Cllr Clark with a response from Atkins.</p>	
<p>c)</p>	<p>Traffic surveys, Hilperton</p>	<p>Cllr Clark asked for a copy of the results of the recent traffic surveys undertaken in Hilperton. KR to request from Sustainable Transport.</p>	<p>KR to request information from Sustainable Transport</p>	

COMMUNITY AREA TRANSPORT GROUP ACTION / NOTES LOG

d)	Hilperton Drive	Cllr Clark made the group aware that Hilperton Parish Council would be submitting a Highways Improvement request relating to concerns regarding vehicle noise and lights on Hilperton Drive.	To note	
e)	Elizabeth Way, Hilperton	<p>Cllr Bryant raised concerns regarding the noise level created by vehicles travelling along Elizabeth Way. He has been informed that the incorrect surfacing material was used when constructing the carriageway. Cllr Clark explained that during the planning phase, the developer agreed to use a quiet surfacing material however Highways Development Control specified the developer use traditional carriageway surfacing material.</p> <p>KR and PW explained that Elizabeth Way is not yet adopted highway and is still within the remit of the developer. KR will pass the comments to Highways Development Control and will also pass on the details of the relevant officer to Cllr Bryant so that he can contact directly.</p>	KR to pass comments to Highways Development Control	
f)	Holbrook Lane, Trowbridge	Cllr Bryant asked how the request for traffic calming on Holbrook Lane is to be progressed. KR explained that the school have applied for a feasibility study to be undertaken through the Taking Action on School Journeys scheme and as such the request will progress through that mechanism. The inception meeting with the school will take place in April.		

COMMUNITY AREA TRANSPORT GROUP ACTION / NOTES LOG

Page 52	g)	Wiltshire Drive, Trowbridge	<p>Cllr Bryant asked if it is now possible to progress a request for traffic calming on Wiltshire Drive as the construction traffic related the development at the WWDC office site is reduced. KR explained that while a traffic survey could be undertaken, traffic calming could not be considered for Wiltshire Drive due to its status as a distributor road. Cllr Bryant expressed his concerns at this, reporting that some vehicles travel the route at speeds up to 70mph. KR explained that this was an enforcement issue which should be pursued with Wiltshire Police.</p> <p>KR also explained that other measures can be investigated, such as pedestrian improvements etc, if required to assist with improving the pedestrian environment etc.</p>		
	h)	Bradley Road, Trowbridge	<p>Cllr Bryant asked for an update on the traffic survey request for Bradley Road, Trowbridge. He submitted the request and was asked to provide a location for the count. Cllr Bryant explained that he felt unqualified to dictate a location and would like an update on the progress of the request. KR to consult with the road safety team.</p>	KR to ask road safety team about count status.	KR
	i)	West Ashton	<p>Cllr Covington informed the group that West Ashton Parish Council had submitted a request for a traffic survey in the village and a Highways Improvement Request for additional traffic calming.</p>	To be added to the agenda and discussed at next CATG.	

COMMUNITY AREA TRANSPORT GROUP ACTION / NOTES LOG

j)	West Ashton – Maintenance Issues	Cllr Covington raised an issue regarding a blocked gully on the A350 near Kettle Lane and a deteriorated ‘Keep Clear’ marking. PW provided an update and explained that the lining will go on to the next works ticket and the gully will be dealt with in due course.	To note.	
k)	North Bradley	Cllr Evans asked the groups opinion on 20mph limits. It was expressed that it is the aim of Trowbridge Town Council that 20mph be introduced on residential roads wherever possible. Cllr Bryant explained however that some residents in the Drynham ward did not welcome the 20mph signing. Cllr Evans stated that there is an appetite within the village for 20mph limits and the parish council may request an assessment in due course.	To note	
l)	St Stephens Place Multi-Storey car park – worn lining	Cllr Fuller raised concerns that the arrow markings within the car park have worn away leading to drivers driving the wrong way around the car park. PW explained that the maintenance in this case would be the remit of Parking Services, not Highways.	Cllr Fuller to contact Parking Services	PF
m)	Tree Planting	There are a number of trees available for planting and some sites have been identified by the Trowbridge group that are on the highway. These sites need permission before tree planting could take place. PW explained that there are several concerns regarding tree planting on the highway including ongoing maintenance and inspection. The permission process is ongoing.	To note	

COMMUNITY AREA TRANSPORT GROUP ACTION / NOTES LOG

Page 54	n)	Castle Mead	<p>Cllr Bryant raised concern that vehicles approaching and exiting the roundabout near the Co-op on Castle Mead are not using the appropriate lanes due to parking on the approaches and exit. Lance Allan explained that the provision of double yellow lines was scaled back to a single yellow timed restriction following consultation due to the objection of residents.</p> <p>PW explained that Castle Mead remains unadopted and concerns should be passed to development control and the developer.</p>	Cllr Bryant to contact development control	
		Wyke Road	<p>Cllr Bryant expressed concern that parking bays on Wyke Road, as you enter from Elizabeth Way, create an obstruction that drivers do not expect. He feels this is likely to cause a collision.</p> <p>Cllr Clark explained that there had been previous agreement regarding the provision of this section of parking and he, as local Member, would not support pursuing the removal of parking in this location.</p>	To note.	
8.	Date of Next Meeting: 23rd April, 10am, Salisbury Room, County Hall				

Trowbridge Community Area Transport Group

Report author- Kirsty Rose, Senior Traffic Engineer

1. Environmental & Community Implications

COMMUNITY AREA TRANSPORT GROUP ACTION / NOTES LOG

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 **£22,608**.

3. Legal Implications

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

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Access Protection Road Marking (Bar Marking)

What is a Bar Marking?

It is an advisory road marking which may be laid on part of the carriageway which should be kept clear of parked vehicles either outside an entrance to off-street premises, or where the kerb is dropped to provide a convenient crossing place for pedestrians.

The line is white in colour and normally provided at 75mm width and extends across the dropped kerbs of an access.

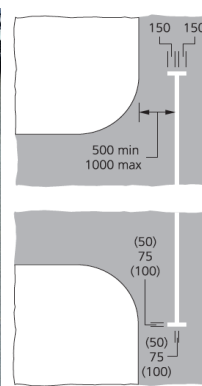


Diagram 1026.1

Figure 22-4

Are they legally enforceable?

The marking itself is non-enforceable. The purpose of the marking is to provide a reminder to drivers that parking across a dropped kerb can cause an obstruction. Creating such an obstruction on the highway is an offence and the Police may at their discretion issue a fixed penalty notice.

Can you park your own car on a bar marking protecting your own access?

The marking is provided to highlight the presence of your driveway / vehicular access to others wishing to park on that road. Should you park in the bar marking then it devalues the meaning and may indicate to others that you do not use your driveway.

What can the Council do?

Wiltshire Council recognises that these markings may be useful where on-street parking causes regular obstruction.

For the Council to consider and approve your application you are required to:

- Provide evidence of obstruction i.e. photographic evidence.
- Provide evidence of visibility issues for drivers (when exiting the drive or access).

- Where a marking is required for a shared drive then written support from all parties must be supplied.

What the Council cannot do.

- Wiltshire Council will not consider a bar marking where there is no evidence of obstruction taking place.
- A marking cannot be placed where yellow lining or zig-zag markings are already present.
- The marking cannot be sited on the opposite side of the road to the driveway
- Markings can only be considered to protect appropriately constructed driveways / accesses. This means a tarmacadam construction across the verge or footpath together with dropped kerbs.

How to apply?

Applications should be made via your Town or Parish Council. Please complete the "Highways Improvement Request Form" and send this along with your supporting evidence to the Town or Parish Clerk. If the local council are supportive of your request they will forward your application to the Community Area Transport Group (CATG) for consideration. The CATGs meet on a quarterly basis and requests submitted will be included for discussion at the next scheduled meeting. The CATG process is explained by the flow chart shown at the end of this document.

Cost / Funding

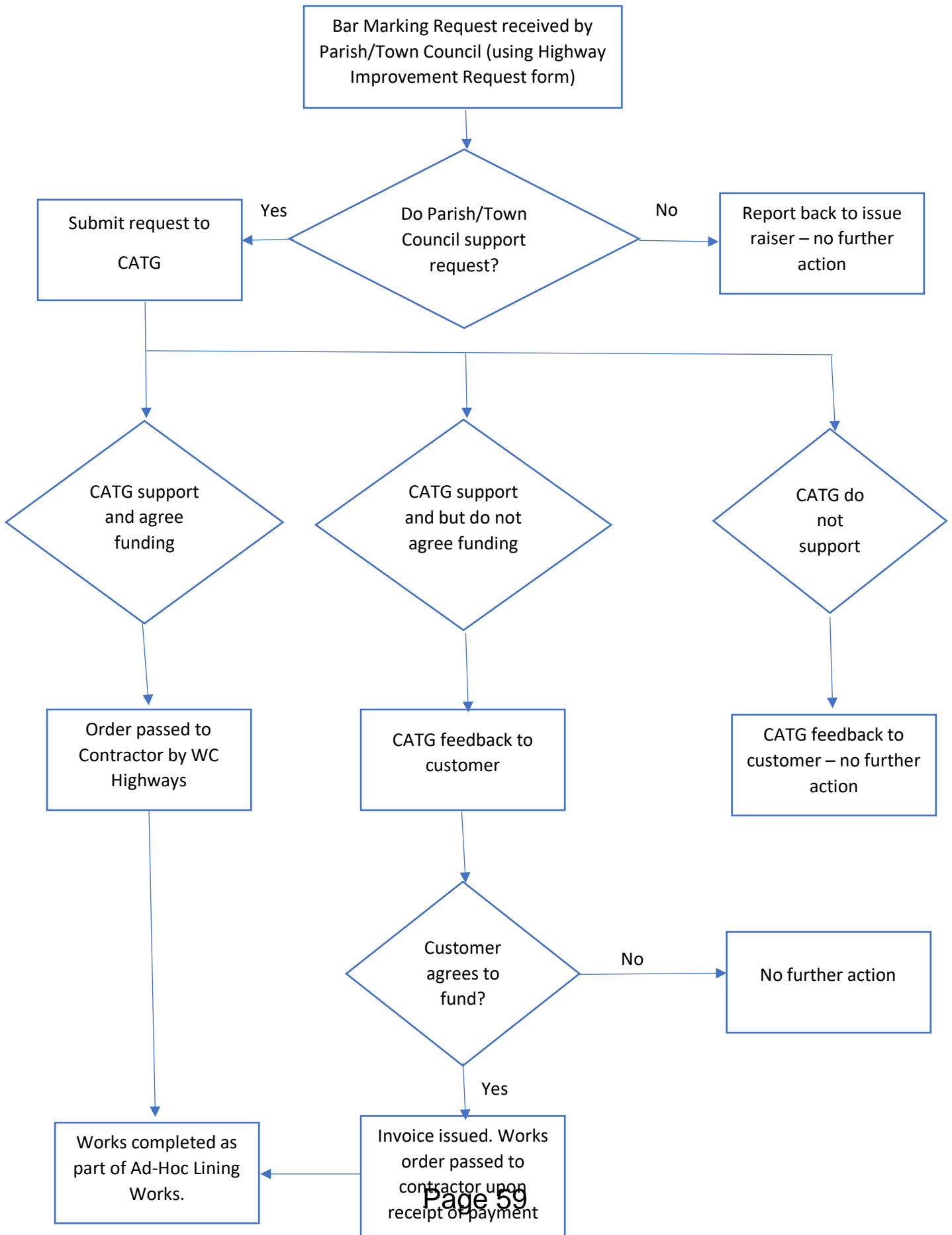
Your local Council and / or the CATG might be willing to fund this work in which case there will be no charge to complete this process. However, if they are unable to provide funding then we will require payment in advance of placing an order for the work to take place. The current charge for this is £150, which is not subject to VAT.

What happens when your application is approved?

It is not practicable or cost effective to mobilise a road marking team to undertake minor work such as a bar marking on an individual basis. Therefore, approved requests will be collated along with other ad-hoc road marking works and ordered as a package of work, with two to three orders being released to the contractor on an annual basis.

You should be aware that road marking activities are not normally carried out during winter months, as road surface conditions are generally not favourable for this type of activity. Markings cannot be laid on damp or dirty road surfaces, where winter grit (road salt) has been applied or when temperatures are too low, as the markings will simply not stick to the road surface.

Bar Marking Request Process



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