

# MINUTES

**Meeting:** TROWBRIDGE AREA BOARD  
**Place:** The Cotswold Space - County Hall, Trowbridge BA14 8JN  
**Date:** 12 May 2016  
**Start Time:** 6.30 pm  
**Finish Time:** 8.15 pm

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Please direct any enquiries on these minutes to:

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## **In Attendance:**

### **Wiltshire Councillors**

Cllr Graham Payne (Chairman)  
Cllr Horace Prickett (Vice Chairman)  
Cllr Nick Blakemore  
Cllr Ernie Clark  
Cllr Dennis Drewett  
Cllr John Knight  
Cllr Stephen Oldrieve

### **Wiltshire Council Officers**

Mary Cullen, Community Engagement Manager (CEM)  
Shirley Agyeman, Democratic Services Officer  
Yamina Rhouati, Democratic Governance Manager  
Maggie Rae, Corporate Director, Public Health

### **Town and Parish Councillors**

Trowbridge Town Council – Bob Brice, Peter Fuller  
Hilperton Parish Council  
North Bradley Parish Council-Roger Evans,  
Southwick Parish Council  
West Ashton Parish Council

**Partners**

Wiltshire Police- Sgt. Louis McCoy, Community Policing Team Deputy Sector Head-Trowbridge and Warminster Sectors.

Dorset & Wiltshire Fire and Rescue Service - Andy Green, District Commander, Trowbridge, Bradford-on-Avon & Westbury

NHS Wiltshire - Simon Truelove - Finance Director, Wiltshire CCG

**Other**

Young Carers Service Coordinator - Alan Burke (representing Community First)

Trowbridge Community Area Future - Lindsey Millen; Colin Kay

Tom Blowers - Carers Support Wiltshire

Camilla Joans - Wiltshire Music Centre

Julian House - Jocelyn Cunningham

YMCA Green Shoots - Sara Clover

West Wilts Gymnastics - Sue Clark

St. James Church - Ros Higtles

Kieran McElvery

**Total in attendance: 30**

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<u>Agenda Item No.</u>	<u>Summary of Issues Discussed and Decision</u>
26	<p><u>Election of Chairman</u></p> <p>Yamina Rhouati, Democratic Governance Manager, sought nominations for the position of Chairman.</p> <p><b>Resolved:</b></p> <p><b>To elect Councillor Graham Payne as Chairman of the Trowbridge Area Board for the 2016/2017 municipal year.</b></p> <p>Cllr Graham Payne thanked Cllr Steve Oldrieve for his work as Chairman during the last municipal year.</p>
27	<p><u>Election of a Vice-Chairman</u></p> <p><b>Resolved:</b></p> <p><b>To elect Councillor Horace Prickett as Vice-Chairman of the Trowbridge Area Board for the 2016/2017 municipal year.</b></p>
28	<p><u>Chairman's Welcome and Introductions</u></p> <p>The Chairman, Councillor Graham Payne welcomed everyone to the meeting and invited the Councillors and Officers present to introduce themselves.</p> <p>The Chairman noted the presence of parish representatives and other invited guests attending the meeting.</p> <p>Councillor Payne also commented on the passing of Councillor Jeff Osborn.</p>
29	<p><u>Apologies</u></p> <p>Apologies for absence had been received from the following:</p> <p>Cllr Keith Humphries, Cabinet Member for Health (including Public Health) and Adult Social Care</p> <p>Sarah Holland - Community Youth Officer</p>
30	<p><u>Minutes</u></p> <p><b>Resolved</b></p> <p><b>The minutes of the meeting held on Monday 14 March 2016 were agreed as a correct record and signed by the Chairman.</b></p>

31	<p><u>Declarations of Interest</u></p> <p>There were no declarations of interest.</p>						
32	<p><u>Chairman's Announcements</u></p> <p>The Chairman drew attention to written announcements published within the agenda.</p>						
33	<p><u>Election of Representatives to Outside Bodies</u></p> <p>The Area Board made appointments to outside bodies as follows:</p> <table border="1" data-bbox="438 748 1382 954"> <thead> <tr> <th data-bbox="438 748 911 790">Outside Body</th> <th data-bbox="911 748 1382 790">Representative</th> </tr> </thead> <tbody> <tr> <td data-bbox="438 790 911 880">Trowbridge Community Area Future (TCAF)</td> <td data-bbox="911 790 1382 880">Cllr John Knight</td> </tr> <tr> <td data-bbox="438 880 911 954">Trowbridge Local Youth Network (LYN)</td> <td data-bbox="911 880 1382 954">Cllr Dennis Drewett</td> </tr> </tbody> </table> <p>The Area Board made appointments to working groups as follows:</p> <p><b>Community Area Transport Group (CATG).</b></p> <p>Cllr Horace Prickett (Chairman)  Cllr Graham Payne  Cllr Ernie Clark  Cllr Dennis Drewett  Cllr John Knight  Cllr Stephen Oldrieve  Cllr Nick Blakemore  Cllr Helen Osborn</p> <p><b>Trowbridge Area Board Campus Working Group:</b>  Councillor Graham Payne  Councillor Steve Oldrieve  Councillor John Knight  Councillor Dennis Drewett</p> <p><b>LYN Management Group</b>  Cllr Dennis Drewett</p>	Outside Body	Representative	Trowbridge Community Area Future (TCAF)	Cllr John Knight	Trowbridge Local Youth Network (LYN)	Cllr Dennis Drewett
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## Partner Updates

Updates from partners were received as follows:

### **i. Wiltshire Police**

The written update published with the agenda was noted. Sgt Louis McCoy, Community Policing Team Deputy Sector Head-Trowbridge and Warminster Sectors reported that the police were working in the community to combat the use of drugs on the streets. He mentioned that a cannabis operator and an accomplice had been arrested and taken off the streets.

Sgt McCoy noted that the police were well aware of the parking issues and concerns that had been raised regarding Grove School and they were working with all the stakeholders concerned to reach a workable solution. He noted that the police would be present at the meeting scheduled on 26 May 2016.

Reports regarding the theft of mobility scooters had also been noted and were being dealt with.

### **ii. Dorset & Wiltshire Fire and Rescue Service**

The written update published with the agenda was noted. Andy Green, District Commander for Trowbridge, Bradford-on-Avon & Westbury introduced himself and reported that crews had responded to 160 calls within the station area. He noted that a wide range of incidents were attended including property fires, road traffic collisions and response to automatic alarms activating. Two fires were possibly as a result of faulty washing machines and the District Commander noted that the Fire and Rescue Service was encouraging members of the public to have their domestic appliances registered with the relevant manufacturers. He gave the following website for more information.  
[www.registermyappliance.org.uk](http://www.registermyappliance.org.uk)

The Chairman commented that the Fire Service does more than is perceived by the public and requested that the corporate DVD for the new Dorset and Wiltshire Fire and Rescue Service is shown at the next Area Board meeting.

### **iii. NHS Wiltshire**

The written updates published with the agenda were noted.

Simon Truelove, Finance Director- Wiltshire CCG, commented that the elderly population grew by 5% in Wiltshire; he noted that supporting the elderly and increasing adult care within the community was working as the numbers going into acute care hospitals were notably falling.

	<p><b>iv. Trowbridge Community Area Future (TCAF)</b>  Lindsey Millen, TCAF Coordinator, reported that the Time Credits project was ongoing and announced a number of volunteer events taking place in June 2016 to promote the initiative including a short film on celebrating volunteers in Trowbridge and the variety of opportunities available.</p> <p>Lindsey Millen also reported that TCAF gained charity status in January 2016 and a second officer had been recruited to focus on sourcing funding from The Big Lottery fund and others.</p> <p><b>v. Town and Parish Councils</b></p> <p><b>Trowbridge Town Council</b>  The written update from the Town Clerk was noted. Cllr Bob Brice was present to take questions.</p> <p><b>North Bradley Parish Council</b>  Cllr Roger Evans reported that the previous chairman had been re-elected as Chairman of the Parish Council and that a new Parish Council Clerk had also been employed.</p> <p>He noted that there was ongoing debate regarding the Community Governance Review which had now gone to Committee.</p> <p>Cllr Prickett commented that North Bradley Parish was absent from the Community Governance Review Meeting organised on 26 April 2016 because Cllr Evans was unable to gain access to the meeting room.</p> <p>The Chairman asked the Trowbridge CEM to look into this to forestall any future reoccurrence.</p>
35	<p><u>Outside Body &amp; Working Group</u></p> <p><b>Transforming Trowbridge</b></p> <p>The update published with the agenda was received. It was noted that the group was still in the process of being put together.</p> <p><b>Trowbridge Area Board Campus Working Group</b>  The update provided with the agenda was noted. Mr. Colin Kay noted the omission of the detailed minutes of the meeting with Corporate Director Maggie Rae and made copies available to the meeting.</p>

36	<p><u>Trowbridge Health &amp; Wellbeing Group</u></p> <p>Mary Cullen, Community Engagement Manager presented on the Health and Well Being Group.</p> <p>Mary Cullen informed the meeting that the Council was proposing that each Area Board established a Health and Wellbeing Group (HWBG) which would focus on identifying the needs of a local population and supporting the development of services that would meet these needs. She noted that the HWBG was intended to provide a community led local forum to facilitate the coordination of joined up services for older people, vulnerable people and their carers living within a community area.</p> <p>The HWBG would respond to local challenges and make the best use of local assets including local knowledge, resources and voluntary organisations. Ms. Cullen revealed that funding previously used to commission the Good Neighbours Service would be devolved (ring fenced) to the Area Board to support local initiatives identified by the HWBG.</p> <p>The membership of the HWBG would be decided by the Area Board drawing from a broad pool of professional and local organisations and people like the Community Engagement Manager, the Older Peoples' Champion, Members on the Area Board, Parish Councillors, CCG Care Coordinators, Healthwatch and representatives from the Voluntary Sector to mention a few.</p> <p>Ms. Cullen announced that the first scoping meeting of the Trowbridge HWBG would take place on 7<sup>th</sup> June 2016 at 10am in the Town Hall.</p>
37	<p><u>Trowbridge Health and Wellbeing Centre</u></p> <p>Simon Truelove, Finance Director- Wiltshire CCG observed that the current model of healthcare was struggling to keep up with funding constraints. He noted that with an ageing population where over 65s were growing at a rapid rate of 5% and consuming about 55% of total health resources, it was imminent that there was better use of resources and clinicians were calling for greater links in integration of services not only with hospitals but across board involving all the different health sectors like mental health, adult care, community and therapy services, hospital based community services such as maternity, and stroke units, complex diagnostics such as MRI and endoscopy and many others.</p> <p>He emphasised the need to expand primary care capacity to respond to the increases in the population and to facilitate easy access to primary care in order to boost confidence and avoid congestion at Accident and Emergency centres in hospitals.</p> <p>Mr. Truelove mentioned that the merger of 3 surgeries in Trowbridge – Bradford, Adcroft and Widbrook – was a demonstration of the need for an integrated and enhanced primary care service. He noted that the capital requirement for setting</p>

up a Health and Wellbeing Centre was huge and given the limited funds available Wiltshire CCG was bidding for funding support from NHS England and working with Wiltshire Council on opportunities that could be developed to create a primary care hub for the population in Trowbridge.

Maggie Rae, Corporate Director, Wiltshire Council reiterated the need for a multi-faceted approach in working together to attain 21<sup>st</sup> century services and for people to enjoy a better community life. She noted that with the NHS taking over some of the hospital buildings it was imperative that the Council established a good working relationship with the NHS as well as the estate boards involved.

Maggie Rae referred to the One Public Estate Programme where the Cabinet and Local Government Authority had jointly secured funding for Wiltshire Council and partners to accelerate rationalisation of estates, co-location of services like the Health & Wellbeing Centres and the development of regeneration sites. Mrs. Mae mentioned that the One Public Estate Programme was on course to submitting another bid for more funding and plans were in place not only to provide housing, retail and leisure facilities, but to also build new modern health facilities.

She noted that the building of the new Trowbridge Health Centre (i.e. the merger of Adcroft, Widbrook and Bradford Road surgeries), would serve to relocate existing GP provision into more fit for purpose accommodation. However, it would not address the additional capacity needed in primary care provision in Trowbridge and Wiltshire CCG would make the decision on what services or buildings would be commissioned.

In response to a question from Cllr Oldrieve on whether Wiltshire CCG could confirm its commitment to support the integrated health centre, Mr. Truelove commented that Wiltshire CCG was absolutely committed to supporting the Centre but revealed that there was a 100m funding gap that needed to be closed, hence the need for bidding for funding from NHS England.

Cllr Graham Payne enquired about the use of the old buildings/premises of the surgeries that had merged to form the super surgery in Trowbridge, notably the Widbrook surgery building and whether Wiltshire CCG would retain the building and ring fence that promise to retain it and not dispose of it to acquire further funding.

Mr. Truelove noted that space deficit was an issue and responded that the premises would continue to be used for the provision of health services. He observed that the local practices in Trowbridge wanted to provide the new model of care rather than have competition from a new practise setting up. He emphasised that how the centre is built and developed would be key to the provision of primary care services in the community.



	<p>Mr. Colin Kay commended the vision of developing a health and wellbeing centre to address community health needs and stressed that the inclusion of plans for fitness and leisure centres would play a key role in addressing health matters; he suggested that a leisure centre/gym could be opened on a hospital premises to boost healthcare.</p>
38	<p><u>Funding</u></p> <p>The Area Board considered the following applications to the Community Area Grant Scheme 2015/16:</p> <p>The Chairman introduced each application, following which a representative of the applicant was given an opportunity to give a brief overview of their project to the Area Board.</p>
38a	<p><u>Community Area Grants</u></p> <p>The sum of £3,960 was requested for disabled facilities at St. James Church Hall Trowbridge</p> <p><b>Decision</b>  <b>The Area Board awarded the sum of £3,960.00 to St. James Church, Trowbridge</b>  <b><i>Reason: The application met the Community Area Grant Criteria 2015/16.</i></b></p> <p>The sum of £3,000 was requested for Gymnastics and Fitness Showers at West Wilts Esprit Gymnastics</p> <p><b>Decision</b>  <b>The Area Board awarded the sum of £3,000 to West Wilts Esprit Gymnastics subject to funding being secured from Westbury and Bradford-on-Avon Area Boards</b>  <b><i>Reason: The application met the Community Area Grant Criteria 2015/16.</i></b></p> <p>The sum of £1,875 was requested for roof repairs at North Bradley Progressive Hall</p> <p><b>Decision</b>  <b>The Area Board awarded the sum of £1,875 to the Trustees of North Bradley Progressive Hall</b>  <b><i>Reason: The application met the Community Area Grant Criteria 2015/16.</i></b></p>

	<p>The sum of £4934.80 was requested for the Recovery in Common - A Recovery Festival</p> <p><b>Decision</b>  <b>The Area Board awarded the sum of £4,934.80 to Julian House</b>  <b><i>Reason: The application met the Community Area Grant Criteria 2015/16.</i></b></p> <p>The sum of £986.98 was requested by The Mead Academy Trust for their New School Friends Association Start Up Assistance</p> <p>Councillor Clarke drew attention to some mundane items included in the list of items for which the funding was being applied.</p> <p><b>Decision</b>  <b>The Area Board reduced the sum requested by £240.97 and awarded the sum of £746.01 to The Mead Academy Trust</b>  <b><i>Reason: The application met the Community Area Grant Criteria 2015/16.</i></b></p> <p>The sum of £4000 was requested for handling the area roof construction for the Larkrise Riding for Disabled Group.</p> <p>This application did not get completed in time for the Area Board meeting and was deferred to the next scheduled meeting.</p>
39	<p><u>Councillor Led Initiative</u></p> <p>Cllr Steve Oldrieve presented on this item requesting £173.92 to support Trowbridge Walking Group to pay for their annual insurance and printing of walks leaflets in order to be able to continue operating.</p> <p><b>Decision</b>  <b>The Area Board awarded the sum of £173.92 to Trowbridge Walking Group</b>  <b><i>Reason: The application met the Community Area Grant Criteria 2015/16.</i></b></p>
40	<p><u>Local Youth Network Recommendations</u></p> <p>The Chairman drew attention to the LYN reports published with the agenda noting the apologies of the LYN Officer, Ms. Sarah Holland who was absent.</p> <p>Mary Cullen, CEM informed Members that due to a technical hitch with the upload of papers onto the system, the LYN grant application for £1700 would have to be deferred and proposed that it was considered under delegated</p>

	<p>authority of the LYN subject to the approval of the Chairman/Area Board.</p> <p>Mary Cullen mentioned that the outcome of the scrutiny review and how the local youth role would change was yet to be revealed. She introduced the new LYN Chairman to the meeting.</p>
41	<p><u>Community Engagement Manager Update</u></p> <p>Mary Cullen, CEM, recounted activities and initiative that had taken place in the last municipal year and outlined the following:</p> <p>Area Board workshops organised in January 2016 aimed at encouraging the development of a cultural strategy and emergency plans</p> <p>Sessions organised on child poverty and teenage pregnancy and various outreach programmes and initiatives formed to address issues including an intergenerational project between Studley Green Day Centre and John O Gaunt School.</p> <p>Training sessions organised in Feb 2016 on dementia awareness.</p> <p>The launching of the Men's Shed in March 2016.</p> <p>The formation of the Health And Wellbeing Group which would comprise health professionals, support groups and other members of the public aiming to address the needs of older people and the vulnerable in the community.</p> <p>Street parties aimed at commemorating the Queen's 90<sup>th</sup> birthday party would be organised and all communities encouraged to participate.</p> <p>The Big Pledge- The Road To Rio – an 8 week activity challenge from 4 June – 29 July 2016 depicting a virtual journey to the Olympic games in Rio while participating in sporting activities like swimming, walking, running and cycling.</p>
42	<p><u>CATG Recommendations</u></p> <p>The Area Board received the report from the Community Area Transport Group with a recommendation to award the following sums:</p> <p>£4,000 recommended for Hulbert Close cycle link</p> <p>£2500 recommended for bus shelter, Frome Road, Trowbridge</p> <p>£600 recommended for pedestrian crossing request at The Down, Trowbridge</p>

It was noted that the allocation for 2016/17 budget was £15,354.00 and the total remaining within the CATG budget for 2016/17 after awarding the total sums recommended would be **£7,890**. £650 remaining from the 2015/16 budget allocation would be carried forward.

#### **Resolved**

**To award the sum of £4,000 toward Hulbert Close cycle link subject to matched funding from the Town and Parish Council**

**To award the sum of £2,500 toward a bus shelter on Frome Road, Trowbridge subject to matched funding from the Town and Parish Council**

**To award the sum of £600 toward a pedestrian crossing at The Down, Trowbridge**

#### **Public Questions**

The Chairman took questions from the public regarding community area transport issues.

Mr. Lock, a resident, read out a statement about his concerns regarding car parking at The Grove Primary school in Trowbridge. He noted that the pupil population had steadily increased from 80 when he first moved to the area to about 376 and the limited parking spaces available for staff could only take 20 cars. He observed that this had resulted in indiscriminate parking on the streets in the area causing a lot of problems for residents and he requested for the issue was addressed before any accidents involving pupils occurred.

Mr. Paul Jubbie also read out a statement highlighting similar sentiments as above and called for the erection of upright signs and enforcement of school road markings. He noted that the legal requirements for a traffic order to be in place before signs could be erected to go with school entrance road markings had been removed and therefore the cost and bureaucracy that would have arisen previously were no more.

He cited Highway codes 242, 243 and 238 as advisory rules that could enforce liability and establish criminal offence for the non-erection of these signs.

Cllr Prickett announced that a meeting involving all the stakeholders had been scheduled for 26<sup>th</sup> May 2016 to discuss this matter further in order to arrive at a workable solution.

	Upon further deliberation the Chairman recommended that the statement from Mr. Jubbie be passed to the Wiltshire Council legal department for their legal perspective on the issues raised and that the matter be referred back to CATG for further consideration.
43	<u>Urgent items</u> There were no urgent items.
44	<u>Close</u> The Chairman closed the meeting and thanked everyone for attending.