

## Town Clerk's Report to Policy & Resources Committee 3<sup>rd</sup> January 2018

### Happy New Year!

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

#### 1. POLICY

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

###### **14. A TOWN COUNCIL FOR ALL OF THE TOWN**

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

**1.1.1 Ashton Road** - Steeple Ashton Parish Council supports a change to the boundary at Ashton Road. The Town Council has agreed that a sum equivalent to any Community Infrastructure Levy (CIL) received will be paid to Steeple Ashton. This is one of the sites which had been subject to a planning application but is not being put forward by Wiltshire Council through the Housing Site Allocations process. A revised application has been submitted by the developer reducing the number of houses, extending green infrastructure close to Green Lane Wood and eliminating access from the site towards the woods, to reduce recreational pressure from residents seeking to access the woods. The town council supports the application and has welcomed the changes. (see 6.2.D) The minutes of the meeting of Wiltshire Council in July 2016 record as follows ' . . . the working group had been informed that Trowbridge Town Council and Steeple Ashton Parish Council had consulted each other and were in agreement upon a further small amendment to the boundary. Councillor Wheeler stated that the proposal would be taken to the working group for consultation and consideration in accordance with procedure.' It therefore seems appropriate that now a committee of the council has been established to consider boundary matters, including the review of Wiltshire Council Electoral divisions that this change should be implemented with those boundary changes.

**1.2 Review of Wiltshire Council Electoral Divisions** – The Local Government Boundary Committee for England (LGBCE) has commenced a review of electoral arrangements for Wiltshire Council. Wiltshire Council has appointed a committee of 10 councillors to make recommendations to the Council. The first task will be to determine the number of councillors Wiltshire Council should have and then to draw division boundaries to ensure that each division has a similar electorate. Any changes to division boundaries will have an impact on the wards for Trowbridge Town Council and the council may need to consider how many town councillors there should be, if there are, for example five, six or eight wards in the town rather than the current seven. The changes would be implemented at the next elections in 2021.

**1.3 Free Parking Days** – Wiltshire Council allow each town a Free Parking Day allocation equivalent to two times the number of spaces in Wiltshire Council public car-parks. Trowbridge's allocation for 2018 is dependent upon Wiltshire Council confirming if November and December are

available for allocation. If allowed the dates will be: Saturday 30<sup>th</sup> June (Armed Forces), Saturday 14<sup>th</sup> July (Active Festival), Saturday 20<sup>th</sup> October (Carnival), Saturday 24<sup>th</sup> November (Christmas Lights) and Saturday 1<sup>st</sup> December (Small business Saturday).

**1.4 Great Western Rail Franchise – Public Consultation – (AGENDA ITEM 7).** The government is consulting (until 21<sup>st</sup> February) on extensions to and changes to new franchise specifications covering developments expected to occur and required during the 2020s and beyond. The Great Western Franchise operates the majority of trains which serve Trowbridge and also operates Trowbridge station. There are already plans in place to provide longer trains, particularly on the main Cardiff – Portsmouth service through Trowbridge. Future proposals which the town council may consider responding to are:

A. Proposals to consider splitting the franchise into two franchises: North franchise (Service Offer 1) to cover Intercity services to Bath, Bristol, Cardiff, Swansea, Cheltenham and Hereford and local services in the Thames Valley. South franchise (Service Offer 2) to cover Intercity services through Westbury to Taunton, Devon and Cornwall, local services in the Bristol area (including Metro West), Devon & Cornwall, the Weymouth line, Cardiff-Portsmouth services and Trans Wilts. This appears to be a generally positive move for Trowbridge and Wiltshire, with the potential for more stopping and new services using the main line via Bedwyn, Pewsey and Westbury, including the potential for reintroducing direct London Paddington Services to Trowbridge and Bradford on Avon.

B. Proposals to incorporate local services south of Bath into the new MetroWest network. Local service frequency on the Bath – Frome route via Trowbridge would enhance services at Trowbridge.

**RECOMMENDATION: Trowbridge Town Council:**

**a) Welcomes the government’s consultation on the Great Western Franchise;**

**b) Supports the splitting of the franchise into two, including all services between Paddington, Newbury and Bedwyn being part of Service Offer 2;**

**c) Considers that a split franchise as proposed offers opportunities for new direct services between Trowbridge and London Paddington and more intensive use of the line between Bedwyn, Westbury and Frome;**

**d) Supports the improvements to journey times for services to Devon & Cornwall but only if this is achieved through more frequent services, and not through a reduction in the number of services serving Pewsey and Westbury and;**

**e) Supports the extension of MetroWest to Gloucester and Westbury and improvements to services between Bath and Frome.**

**1.5 Data Protection** – New regulations called the General Data Protection Regulations (GDPR) are now coming into force and will have significant implications for all local councils. Officers are undertaking training and will advise the council of requirements in due course. The Town Council will need to ensure that the central contacts database is managed and controlled. Members will also need to consider registering with the Information Commissioner’s Office (ICO). Head of Resources (Juliet Weimar and Customer Services Manager (Aby Cooper) are attending a course in Warminster in January.

**1.6 Policies** – we are currently experiencing difficult with downloading policies from the website. This is under investigation by our website provider; anyone requiring copies of our policies, procedures and strategies should contact the Head of Resources until the issue is resolved. A disclaimer has been added to the appropriate section on the website, directing members of the public to HR.

## **2. RESOURCES**

### **2.1 FINANCIAL RESOURCES**



**INFORMATION SERVICES £139,006** – This is a new department with transfers from TIC, P&R, Direct Services and Civic Centre.

**400 POLICY & RESOURCES £392,262** – A decrease of £19k; a decrease of £24k on 401 Democratic due to the transfer of marketing to Info Services, a decrease of £1k on 402 Mayor accounting for the purchase of a hat this year, a decrease of £5k on 403 Grants to account for the restatement of Trowbridge In Bloom Grant and an increase of £11k on 410 Finance and Admin accounting for staff changes.

**500 DIRECT SERVICES £393,336** – An increase of £19k, accounting for a number of changes in the department, but including additional costs for play areas and street cleaning.

**600 CIVIC BOARD £368,577** – A decrease of £30k accounts for reduced building costs. The costs of running the building are shared between those departments using the building based upon their office space.

## PROJECT BUDGETS:

These show a reduction as most projects are now incorporated into department budgets.

**Museum Project** – The project contribution of £50k is incorporated in the operational budget above. The net cost of (£26,456) reflects the use of reserves to contribute to the project during the year.

**Sports Pitch Project** – Incorporated into Leisure Services and is fully funded from S106 and grant income.

**Tennis Courts Project** – Incorporated into Leisure Services.

**CATG Projects** – Increases to £15k for 2018/19 (rising to £30k by 2021/22).

**Investment in Play Areas** – Due to the delay of one year, all costs shown in the operational budget in 2018/19 are covered by Wiltshire Council transfer payments and reserves. If any S106 contributions are received this will facilitate additional expenditure above the budget level.

**Investment in other street assets** – Allocation of £5,000 for 2018/19.

**Park Storage** – Funded from savings in revenue budget and incorporated into the operational budget.

**Additional Revenue Activity** – £20,000 is allocated for Street Cleaning including a vehicle in the Direct Services Operational Budget above.

**Closed Churchyards** – Incorporated into the Direct Services Budget.

**Car Parks** – No allocation, as should break even or make a net contribution if management is transferred. **Asset Transfers** – All incorporated into the Direct Services operational budget.

## RESERVES:

The planned contribution to reserves is increased to £34,235 for 2018/19, (with higher contributions planned for 2019/20 through to 2021/22, to bring General Reserves up to 25% of net revenue expenditure.

|                           | 31 <sup>st</sup> March 2017 | 30 <sup>th</sup> Sept 2017 |
|---------------------------|-----------------------------|----------------------------|
| Museum Project            | £33,752                     | £27,582                    |
| Recreational Play Areas   | £6,000                      | £6,000                     |
| Civic Centre              | £0                          | £10,500                    |
| Sports Pitch Development  | £7,000                      | £7,000                     |
| <b>Earmarked Reserves</b> | <b>£46,752</b>              | <b>£51,082</b>             |
| <b>General Reserve</b>    | <b>£172,341</b>             | <b>£174,117</b>            |
| <b>Total Reserves</b>     | <b>£219,093</b>             | <b>£225,199</b>            |

## RECOMMENDATION:

### a. BUDGET

- i. That the Committee approves the Revenue Expenditure Budgets for 2018/19 as detailed on the budget spreadsheets, totalling **£1,751,081**
- ii. That the Committee approves the Project Budgets for 2018/19 totalling **(£6,456)**
- iii. That the Committee approves that the contribution to General Reserves for 2018/19 be **£34,235**
- iv. That the Committee recommends to Council therefore a total budget requirement for 2018/19 of **£1,778,860**  
And that this is funded in part through estimated income for 2018/19 from Community Infrastructure Levy of **(£58,077)**  
Leaving a net precept requirement for 2018/19 of **£1,720,783**  
Which results in an increase of £4.35 (within the government's limit for District Councils) on the Trowbridge Town Council 'Band D' Council Tax Charge, to **£148.99**  
*Which is less than £2.87 per week.*

### b. FOUR-YEAR FINANCIAL PLAN:

That the committee notes the four-year financial plan which accompanies the budget.

**2.1.3 Internal Audit Review (AGENDA ITEM 18 Private & Confidential)** – (Copy attached) We have been undertaking a comparison as part of a review of our Internal Audit provision. Due to the commercially confidential nature of the results of the review this item is taken as a Private and Confidential item at the end of the meeting.

**RECOMMENDATION: That the committee appoints an Internal Auditor for a period of four years 2018/19 – 2021/22 as indicated in the confidential report.**

**2.1.4 External Audit** – Our External Audit for 2018/19 will be undertaken by PKF Littlejohn, appointed by the new sector led body; Smaller Authorities' Audit Appointments (SAAA), following the demise of the Audit Commission.

**2.1.5 Risk and Audit Panel** – Reviews matters relating to finance, audit, insurance and risk prior to the Policy & Resources committee. It met on 2<sup>nd</sup> January 2018 and next meets on 27<sup>th</sup> February at 15:00.

### **2.1.6 Business Charge Card (AGENDA ITEM 8)**

To consider the Head of Resources report (copy attached) and the

**RECOMMENDATION: To approve the procurement of a Charge Card from Lloyds Bank to improve purchasing arrangements as per the following:**

**A business limit of £10,000.**

**One business charge card to be issued by Lloyds Bank in the name of Trowbridge Town Council, assigned to the Finance Officer. The card limit to be set at £5000.**

**A Direct Debit to be set up to pay the balance in full on a set date, at the end of each month.**

**If a second card is deemed necessary in the future, to approve the delegation of authorisation for a second card to The Town Clerk, who would appoint the Head of Resources as the user for the second card, with a card spend limit of £5000.**

## **2.2 HUMAN RESOURCES**

### **2.2.1 Leavers:**

Matt Mayne, Groundsman Operative. Leave date 15<sup>th</sup> November 2017

Luke Shearing, Sports Coach. Leave date 21<sup>st</sup> December 2017

## 2.2.2 New Starters:

Joanne Caddy, Casual Venues Assistant. Start date 27<sup>th</sup> November 2017

## 2.2.3 Recruitment currently ongoing

### **Customer Service Advisor**

- closing date for applications is 12/01/2018, proposed start date: 1/2/2018
- part time 12.5 hours per week Thursday and Friday 1pm to 5pm and Saturday 8.30 to 1pm

### **Facilities Support Officer**

- closing date for applications is not delayed until 5/01/2018, proposed start date: 1/2/2018
- full time

### **Community Play Worker**

- applications closed, Interviews completed and offer made, proposed start date: 1/1/2018
- part time 10 hours per week Mon – Fri 3:15 – 5:15

### **Groundsman Operative**

- closing date for applications has been pushed back to 25/01/2018, Start Date: TBC

### **Apprentice Sports Coach**

- on hold until New Year

3. **SERVICES** - Department Managers make detailed reports to their respective committees which are published the week before the committee meeting. Trish Carpenter is the Council Secretary responsible for administering these committees.

3.1 **CULTURAL SERVICES** - This area of service is delegated to the Museum Curator, Clare Lyall. The next Museum and Tourism committee meeting is 27<sup>th</sup> February 2018 at 6.30pm.

3.1.1 **MUSEUM** – Trowbridge Museum is an award-winning museum located in the Shires Shopping Centre telling the story of west of England woollen cloth manufacturing and its influence on the town. We are expanding the museum into an additional floor – see Item 4.1. We work closely with The Friends of Trowbridge Museum.

3.1.2 **Culture** – We also work in partnership with other cultural organisations including Town Hall Arts and Drawing Projects at Bridge House to develop the cultural aspects of the Trowbridge community.

3.1.3 **Henry de Bohun Heritage Festival (AGENDA ITEM 9)** – The Friends of the Museum have requested the the council considers providing the Civic Centre free of room hire fees for their Henry de Bohun Conference in 2018. The Council Strategy states the following:

## 9. CULTURAL PARTNERSHIPS

***Trowbridge Museum will, in partnership with other cultural organisations, ensure that Trowbridge develops its cultural offering and tourism potential, realising opportunities to celebrate our links to Magna Carta. Together we will develop a significant cultural/heritage event to attract tourists and visitors to the town, adding a cultural dimension to the existing range of activities and events within Trowbridge and helping to support the local economy.***

The Museum staff and our financial resources must be focussed on the delivery of the Museum Expansion Project during 2018-2019 and with the new Museum not planned to open until mid-2020 whilst ongoing engagement and activities are planned throughout the closure period it may be considered premature to undertake significant promotional events in 2018.

**RECOMMENDATION: That the council is not able to provide financial support in 2018 and that any financial support for the Henry de Bohun Heritage Festival should be reconsidered for the 2019/20 budget.**

**3.2 LEISURE & INFORMATION SERVICES** – This area of service is delegated to the Head of Leisure and Information Services, Hayley Bell. The next Leisure Services Committee meeting is 27<sup>th</sup> March 2018 at 7pm.

**3.2.1 ACTIVE TROWBRIDGE** – Provides sports coaching programmes to local schools throughout the term, Fun Days during the school holidays as well as free Summer Roadshows and the annual Active Festival which will be held on Saturday 14<sup>th</sup> July in Trowbridge Park.  
[www.activetrowbridge.co.uk](http://www.activetrowbridge.co.uk)

**3.2.2 MARKETING & EVENTS** – We use a variety of ways to communicate with those who live in, work in and visit Trowbridge. Social media, Trowbridge Information Centre, Web-sites:

[www.trowbridge.gov.uk](http://www.trowbridge.gov.uk) information about council services and links to other local web-sites;

[www.trowbridgecivic.co.uk](http://www.trowbridgecivic.co.uk) for Civic Centre, events and activities &

[www.trowbridgemuseum.co.uk](http://www.trowbridgemuseum.co.uk) for the Museum, and

**Discover Trowbridge** Magazine provided by Brightside Marketing Solutions. The Spring edition was published in December covering the period January – April 2018. The **Calendar of Events** is available on the web-site.

**3.1.2 Visit Wiltshire** – The Museum, Civic Centre and Town Hall Arts work together and have a joint membership of Visit Wiltshire.

**3.3 NEIGHBOURHOOD & VENUE SERVICES** – This area is delegated to the Deputy Chief Executive, Bill Austin. The next Direct Services committee meeting is 27<sup>th</sup> February 2018 at 7pm.

**3.3.1 Civic Board** – The Civic Board (which reports to the Direct Services Committee) next meets on 13<sup>th</sup> February 2018. It is responsible for overseeing the operation of the Civic Centre as a commercial conference and entertainment venue.

**3.3.2 Facilities** – The Facilities Manager (Karl Buckingham) is responsible for managing the Civic Centre and other buildings, all of the utilities and services on behalf of occupiers including our external tenants, as well as health & safety, procurement, project management, insurance and the relationship with promoters for entertainments.

**3.3.3 Information Technology** – We have installed new computer systems through Oakford Technology. Telephones were also replaced in September/October.

**3.3.4 Neighbourhoods** – We manage the Town Park, play and recreational facilities, CCTV and a range of other environmental activities.

**3.3.5 Christmas Switch On Event** – Following the decision of the committee to approve the relocation of the event to the Town Park it was a very successful event and the officers will be bringing forward plans to make the Town Park the permanent location for this event.

## 4. TOWN COUNCIL PROJECTS

**4.1 Museum Project ONWARDS & UPWARDS** – The Town Council Strategy says;

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

The Heritage Lottery Fund (HLF) met on 19<sup>th</sup> September to consider our round two application and informed us on 20<sup>th</sup> September that it had been successful, awarding £1,172,500 towards the £2.49 million project. The Council can fund the Project from the HLF grant, grants from other funders and borrowing of around £900,000 funded from a £50,000 per annum contribution from the Council Tax over 25 years. We have so far received over £106,000 towards the project in donations from third party funders and the public. We will need to complete the lease to obtain permission to start and will then appoint Evaluation Consultants and a Project Management Consultant to manage the procurement process and the relationship with the Architects and construction contractors.

#### 4.2 Sports Pitches Project DORIC PARK 3G – The Town Council Strategy says;

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

**WOODMARSH:** We borrowed £175,000 from the Public Works & Loans Board to purchase Woodmarsh, financed from the rent to be charged to Trowbridge Town Football Club over a new 30-year lease. Wiltshire Council released the remaining funding, from S106 funds and we completed the purchase in February. The new lease is being finalised prior to signing.

**DORIC PARK:** We are now ready to progress the development of the land at Doric Park to provide an all-weather pitch, car-parking, changing rooms and possibly squash courts (in conjunction with Trowbridge Squash Rackets Club). Other funding is available from S106 and grants such as the Football Foundation and the Rugby Football Union. We are in the process of appointing consultants to detail proposals and reach agreement with the Rugby Club on access and other aspects and are finalising the brief and fee schedule prior to confirmation. The council agreed to the appointment of the framework consultants who are recommended by the Football Foundation at its last meeting. Once we have a draft proposal we will be able to discuss arrangements with the Rugby Club for a land transfer and access and with the Squash Club over their element of the proposal.

**4.3 Town Park – Refurbishment of Tennis Courts** – We received funding from the Lawn Tennis Association (LTA) £50,000 and Area Board £20,000 for refurbishment of the tennis courts and Multi-Use Games Area (MUGA). Main works have been completed, with the two-tone green surface applied in June. Access is controlled by an internet app and charges should raise sufficient funding to cover maintenance and future refurbishment. The total cost of the project is circa £170,000 with the remaining £100,000 funded from Section 106 funds. We have now obtained planning permission for the new low energy floodlights which will be installed using further S106 funding.

#### 4.4 Play Areas, Transfer from Wiltshire Council – The Town Council Strategy says;

***Trowbridge Town Council will take a proactive approach to asset and service transfer from Wiltshire Council; Recreation Grounds, Play Areas and Open Spaces, Public Car-Parking, Bus Shelters, Litter Bins, Seats, Grit-Bins and Street Cleaning and will seek to simplify and speed up the transfer process.***



Deputy Chief Executive, Bill Austin, has negotiated the best available deal for the transfer from Wiltshire Council. Following legal delays, councillors and officers from both sides met on 21<sup>st</sup> November and agreed a way forward based upon management agreements (not leases) for all of the play areas currently managed by Wiltshire Council. The 24 play areas will transfer to the town council's management by 31<sup>st</sup> March 2018 with the possibility of freehold transfer for the majority in future. The town council will be paid a transfer fee of £50,000 to invest in improving and maintaining the facilities and will be paid contributions from existing S106 funding for maintenance (over £45,000) and will be able to apply for S106 contributions for new equipment (over £90,000). Funding to invest in the play areas will also come from Community Infrastructure Levy, grants and further contributions from the town council.

**4.5 St George's Works** – The town council has rented storage in St George's Works. The owners (TC Sports) have now made a planning application for the redevelopment of the site to provide 30 new residential apartments overlooking the Town Park, including parking, bin and cycle storage and have given us notice. The proposals also include a new storage facility behind the bandstand and new access gates to the storage area and Park from the Post Office Access Road which will also act as the construction access for part of the redevelopment. Alternative storage arrangements will be in place during construction. The Town Council is party to the S106 agreement.

## 5. **CIVIC & DEMOCRATIC ACTIVITIES**

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

|                                   |                    |
|-----------------------------------|--------------------|
| Tuesday 16 <sup>th</sup> January  | Full Council       |
| Tuesday 23 <sup>rd</sup> January  | Town Development   |
| Tuesday 30 <sup>th</sup> January  | NO MEETING         |
| Tuesday 6 <sup>th</sup> February  | NO MEETING         |
| Tuesday 13 <sup>th</sup> February | Town Development   |
| Tuesday 20 <sup>th</sup> February | NO MEETING         |
| Tuesday 27 <sup>th</sup> February | Direct Services    |
| Tuesday 6 <sup>th</sup> March     | Policy & Resources |
| Tuesday 13 <sup>th</sup> March    | Town Development   |

### 5.2 Dates for your diary

**5.2.1 Councillor Training** – Tuesday January 30<sup>th</sup>

**5.2.3 Civic Dinner 2018** at the Civic Centre on Saturday 24<sup>th</sup> March.

**5.2.4 Annual Town Meeting and Town Gathering** at the Civic Centre on Tuesday 8<sup>th</sup> May 2018.

**5.2.5 Civic Service** – Sunday 8<sup>th</sup> July 2018

**5.3 Twinning** - Trowbridge is twinned with four communities:

**5.3.1 Leer** in Ostfriesland, Germany – the Trowbridge/Leer Twinning Association is planning a visit to Leer for the Gallimarkt 2018.

**5.3.2 Charenton-le-Pont** on the outskirts of Paris, France – the Mayor, Cllr Deb Halik and her husband Cllr David Halik will be joining the Mayor of Charenton for their New Year's celebrations at the beginning of January 2018.

**5.3.3 Elblag** in Poland (with the other four towns in West Wiltshire) –

**5.3.4 Oujda** in Morocco

**6. TOWN DEVELOPMENT** – Committee Meets 2<sup>nd</sup> and 23<sup>rd</sup> January, 13<sup>th</sup> February 2018. The committee considers all regulatory matters consulted on by Wiltshire Council including planning, listed building and tree applications, highways issues and licensing matters. Alison-Nina Ward is Council Secretary (Town Development) responsible for administering this committee.

**6.1 Town Centre Developments –**

**Bowers** – [www.innoxmills.co.uk](http://www.innoxmills.co.uk) are expected make an application in 2018.

**United Church Buildings** – Are SOLD subject to contract [www.onthemarket.com/details/3752103/](http://www.onthemarket.com/details/3752103/)

**County Hall East** – see 8.1.3 below

**6.2 Housing** – These sites are being developed or coming forward for development. Many are delayed pending resolution of mitigation measures associated with Biss Wood and Green Lane Wood colonies of Bechstein Bats. Measures will include managed public access to the woods and provision of flight paths from there to other feeding and roost sites.

**A. Current developments/sites within the settlement boundary:**

**Southview Park** Wain Homes existing development is now complete, The cycle/footway link to Drynham Rd, has not been completed.

**Charterhouse** - [McCarthy & Stone](http://McCarthy & Stone) have commenced construction on the site at Seymour Rd to provide 40 apartments. [16/03974/FUL](http://16/03974/FUL)

**The Pastures** Abbey New Homes is now complete.

**Castle Mead** Persimmon is now complete.

**Bradley Road** – The former District Council office site is being bought by [Newland Homes](http://Newland Homes) and have submitted a revised application [17/05669/FUL](http://17/05669/FUL) to provide around 80 new homes.

**White Horse Business Park** - (North Bradley Parish) following a Prior Approval application to convert The Pavillions to residential, the owners agreed a plan of action to seek a commercial use for the building. If this is not successful, the residential conversion will be allowed to provide around 140 new homes.

**B. Part of the Ashton Park Allocation:**

**Ashton Park** – Persimmon et al. - (mainly in West Ashton and North Bradley Parishes), application [15/04736/OUT](http://15/04736/OUT) for 2,500 houses, employment, 2x local centres, 2x primary and a secondary school, ecological visitor facility, open space and A350 West Ashton improvement is being assessed. Bat mitigation measures, include moving employment land from adjacent to the railway line to adjacent to Biss Woods and a change to the road elevation to provide bat flight paths under the road close to the river Biss.

**Drynham Lane** – WainHomes - A revised application [16/00547/FUL](http://16/00547/FUL) for an additional 91 homes off Drynham Lane to the East of the railway line was withdrawn.

**C. Promoted by Wiltshire Council in the Housing Site Allocations:**

**Hilperton Gap** - (Hilperton Parish) [Framptons](http://Framptons) on behalf of Barratt Homes submitted a revised application [16/00672/OUT](http://16/00672/OUT) for 180 houses in the Gap, accessed off Elizabeth Way. The Town Council has objected.

**Southwick Court** – (Southwick and North Bradley Parishes) Savills on behalf of Waddeton Park advise that they will be making an application for land between the town boundary and Southwick Court, east of Frome Road. [www.landsouthoftrowbridge.co.uk/](http://www.landsouthoftrowbridge.co.uk/) indicates road access off Frome Rd and a new school.

**Elm Grove Farm** – (partly in North Bradley Parish) – The town council has been involved in discussions with Coulston Estates, the owners of Elm Grove Farm and land adjacent to Drynham Lane, west of the railway line with a view to bringing the site forward.

**Church Lane** – This site potentially accessed directly off Frome Road is in the town boundary.

**Spring Meadows** – This site also accessed off Frome Rd is inside the town boundary.

**D. Sites Discounted by Wiltshire Council. (All supported by the town council).**

**Castle Mead Extension** – Persimmon - An application [16/03420/FUL](#) for 272 more homes up to Green Ln Wood was withdrawn. Discounted due to proximity to Green Lane Wood.

**Ashton Road** - (currently in Steeple Ashton – see item 1.2 above) [Taylor Wimpey](#) have made a revised application for around 200 homes [16/04468/OUT](#). Discounted due to proximity to Green Lane Wood.

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

## 6.3 Neighbourhood Plans

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

**Hilperton and West Ashton** The Parishes have designated revised areas excluding the areas transferred to the Town on 1<sup>st</sup> April 2017.

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

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

**6.4 Businesses – apetito**, the UK's leading food producer for the health and social care sector (and owner of Wiltshire Farm Foods), is investing £31million in food manufacturing business resulting in job creation in the company's Trowbridge site. apetito is the largest private sector employer in Trowbridge, and supports over 2000 jobs nationwide. apetito expects to create around 40 jobs during the building of the expanded production facility. The investment will deliver;

- A business opportunity worth around £28million to a wide range of suppliers in the construction, design, manufacturing, equipment supply and project management
- Enhanced manufacturing capacity
- Improved manufacturing efficiency
- State of the art cooking facilities to deliver the highest standards of taste and nutrition
- Continued reduction in carbon footprint – delivering a 47% reduction in carbon intensity since 2017 (CO2 emissions per £m sales)

Detailed planning is now in progress and building will commence in 2018 with the expanded site is due for full completion by 2020.

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

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

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

**7.2 Trowbridge Town Team** – The Town Council is the accountable body for TTT. The organisation concentrates on developing the entrepreneurial skills of Young People under the GOFISH programme. Funding from the Local Youth Network and Chamber of Commerce was transferred to TTT, to support these activities. Further funding has been provided by local businesses. Chairman of the Town Team, David Baker has reported the following: *"The appropriate funding that the Area Board donated to GOFISH has now been invested and spent on the GOFISH Project. I have returned my submission on the outcomes to the relevant parties. As from now the sponsorship and donations for GOFISH will be independent of the Area Board. We would ask that Trowbridge Town Council remain the body who will manage the financial accounts on behalf of The Town Team. The sponsors and donations at this moment are Office Evolution, David Halik and Howard Travel."*

**7.3 Trowbridge Community Area Future (TCAF)** – A charity, originally established by the town council and others as a Community Partnership. Lindsey Millen is the TCAF officer, supported by the Youth Work Team headed by Sarah Holland, with Fadwa Bakali and Zoe Copper. They work with partners to address priorities in the Joint Strategic Assessment in the nationally most deprived communities (Studley Green-10%, Seymour/Adcroft-20% and Longfield-20%). TCAF has received grants from funders including the Local Youth Network (LYN) as well as an annual grant from the town council. They utilise the Town Council's Cabin at Seymour Recreation Ground on a peppercorn rent to undertake some of this work. TCAF receives an annual grant and in-kind support from the town council. A Community Hub is now operating in the Shires. Councillors may be interested in using the hub for councillor surgeries and should direct interest to Lindsey on [tcaf@trowbridge.gov.uk](mailto:tcaf@trowbridge.gov.uk)

**7.4 Cock Hill Solar Community Fund.** Support local applicants with grants.

**7.5 Chamber of Commerce** – Tracey Parker (Leykers) is President of Trowbridge Chamber. They relaunched at Trowbridge Museum on 27<sup>th</sup> September where they presented their strategy for taking the Chamber forward to assist in securing the viability of our town, especially the town centre. They are interested in developing a bottom-up BID, one which is not externally sourced, potentially run in partnership with the town council. Areas including cleanliness, events and parking are high on their agenda. They understand this is a lengthy process that has been on the Town Council agenda for a long time. Tracy, Cllr David Halik, The Mayoior and Town Clerk recently met with Dr Andrew Murrison to discuss the potential for a BID and Dr Murrison has agreed to canvas local businesses in the town centre in the New Year with others.

**7.6 Trowbridge Talking News** – service for the visually impaired, TIC is the drop off point.

**7.7 Selwood Housing** is the main social housing provider in Trowbridge.

## 8. WILTSHIRE

### 8.1 Wiltshire Council

**8.1.1 Area Board** – Next meeting is Thursday 11<sup>th</sup> January 2018, (7pm Cotswold Space County Hall), and as part of the agenda they plan to report back on progress against their JSA priorities, set at the OurCommunityMatters event in December 2016. The Community Engagement Manager for Trowbridge, Mary Cullen compiles the [Community Area Web Site](#) and manages grant applications for community grants.

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

**8.1.3 Trowbridge Area Well-being Centre (Campus) – (AGENDA ITEM 10)** Wiltshire Council is progressing an outline planning application [17/07693/OUT](#) which if successful, will allow health services to make early progress on the establishment of their element. Consultants Max Associates in conjunction with Alliance Leisure were engaged to consider the leisure element and a report was circulated in August indicating strong demand for a large fitness suite, climbing type activity, youth facilities and a weaker case for a new swimming pool. A further update meeting was held recently. The anticipated cost of the leisure facility (without a swimming pool) is estimated at £12million and the majority of this funding can be realised from the development of the site. The alternative option including Swimming pool and Ten-pin bowling would be over £24million. Option 1 does not require significant funding from Wiltshire Council.

Whilst the town council has not been involved in the development of the campus model for Trowbridge as heavily as it would have expected, the reality is that the council anticipated that a centrally located active leisure development which provided better facilities than those currently located at both Castle Place and Clarendon College and more would be developed, and it supported this. The reality is that Trowbridge is being offered a replacement for Castle Place which will provide better facilities and more but the relocation of the Clarendon College swimming and sports hall elements cannot be justified. The town council therefore needs to consider if what is on offer is something which is worth supporting and promoting or if the council should be fighting to get what was previously promised.

If the town council is asked to take a greater role in this project by Wiltshire Council, either now or in the future, it will have to consider the implications of this and how the whole of the Trowbridge community is able to share in the responsibilities and benefit from a joint membership. Places for People, the current leisure operator contracted to Wiltshire Council for the two Trowbridge sites has been offered a three year extension from April 2018.

**RECOMMENDATION: That Trowbridge Town Council welcomes the proposals for the redevelopment of County Hall East at Bythesea Road, incorporating a health facility, retail and residential elements, new footways and bridges linking the site to the town centre and proposals for a new indoor active leisure facility providing gym, activity spaces and youth facilities and will work with Wiltshire Council and others to realise the opportunity and ensure that once developed the facility is managed for the benefit of the local community in conjunction with other local leisure facilities, both indoor and outdoor.**

**8.1.4 Asset & Service Delegation** – In addition to play areas covered elsewhere and closed churchyards already transferred, the town council seeks to take over recreation grounds, amenity grass, open spaces, bus shelters, the management and control of car-parks and street cleaning services. These have been factored in to the remaining four-year financial plan. The Town Council would also be interested in the delegation of street trading licensing. Wiltshire Council adopted its new *Asset and Service Devolution and Community Asset Transfer Policy* in November and at the meeting with Wiltshire Council on 21<sup>st</sup> November this was discussed. No funding is available for

town and parish councils taking on additional assets and services. So with regard to street cleaning where Wiltshire Council undertakes the statutory minimum utilising the barrow operative and the mechanical sweepers, there is no value proposition available to the town council to take on these activities. The alternative option would be to leave these activities with Wiltshire Council and their contractors, whilst the town council can secure new resources to improve the outer areas and undertake activities not deemed necessary by Wiltshire Council such as cleaning of the multi-storey car-park. This approach will need to be coordinated by the town council to ensure reports are being made on the App system and town centre resources applied to priorities.

## 8.1.5 Community Area Transport Group (CATG) –

The Budget for CATG support projects for 2017/2018 is £10,000 and is allocated as follows:

|   |                |      |
|---|----------------|------|
| 20mph College Road (completed December 2017)      | £1,250         | paid |
| Wingfield Road Cycle Path (completed Summer 2017) | £5,000         |      |
| County Way/Drynham Rd signs                       | £1,000         |      |
| The Croft bollards                                | £650           |      |
| Yeoman Way street sign (Completed November 2017)  | £100           | paid |
| Waiting Restrictions (Completed late 2016)        | £2000          | paid |
| <b>TOTAL</b>                                      | <b>£10,000</b> |      |

Other projects which the town council has supported but have not been costed yet and will probably need funds allocating in 2018/19 from the CATG support budget, which is expected to rise to £15,000 are:

- Pedestrian Survey in the Halve
- Pedestrian crossing barrier on British Row
- Cycleway/Footway along County Way from Ashton Street to Hilperton Road.
- Dropped kerbs at Green Lane, Riverway and Holbrook Lane.
- Pedestrian direction signs in the town centre including White Hart Yard and St George's Works.
- Bus shelter in Manor Road.
- Speed limit reduction from London Bridge to Hungerford Ave on Wingfield Rd 40mph to 30mph.

Longfield Gyratory is being assessed for alterations to the lights and sequencing and so the following requests are being included in this scheme:

- Footway from the Lamb Car Park to the pedestrian crossing at Mortimer Street junction.
- Footway from the entrance to Longfield House to the pedestrian crossing at Longfield Gyratory.

**8.1.6 Waiting Restrictions** – All outstanding requests for changes to waiting restrictions have been sent to Wiltshire Council, including all the requests related to a potential wide area Resident's Parking Zone (RPZ) in the hope that they will be assessed for implementation in 2018. We have discussed with the cabinet member (Bridget Wayman) the town council's suggestion that all such requests are progressed by CATG rather than the annual review process in future.

**8.1.7 Parish Steward** –reintroduced in 2016 with contractor Ringway. The Town Council puts forward a priority list each month. Councillors should contact [bill.austin@trowbridge.gov.uk](mailto:bill.austin@trowbridge.gov.uk) with any requests for minor maintenance including pot-holes ensuring that the town council can coordinate a priority list.

**8.2 Health Services – Wiltshire Clinical Commissioning Group (WCCG)** is responsible for commissioning 'Primary Care' services to people in Wiltshire and registered with Wiltshire GPs.

**8.2.1 Trowbridge Health Centre** – Now fully open at Hammersmith Fields, it is one of two premises for the new combined practice with Widbrook surgery. The other Trowbridge practice is Lovemead Group based at Roundstone Surgery. Parking issues will hopefully be resolved now that the staff car-park has been completed. Senior Partner, Dr Michael Duckworth has left the Lovemead Group Practise.

**8.3 Dorset & Wiltshire Fire & Rescue Service** – Information available at [www.dwfire.org.uk](http://www.dwfire.org.uk)

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

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

**8.6 Enterprise Wiltshire** – No meetings recently.

**8.7 Swindon & Wiltshire Local Enterprise Partnership** – No recent activity to report.

**8.8 Market Towns Network** – Next meeting in Malmesbury on 1<sup>st</sup> March.

*If you receive this report electronically the links in each section will take you to the relevant web page for more information about that organisation or project. If you want to be added to the e-mail circulation list, please contact the Town Clerk. The report is published six times per year prior to meetings of the Policy & Resources committee held in January, March, May, June, September and November.*

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