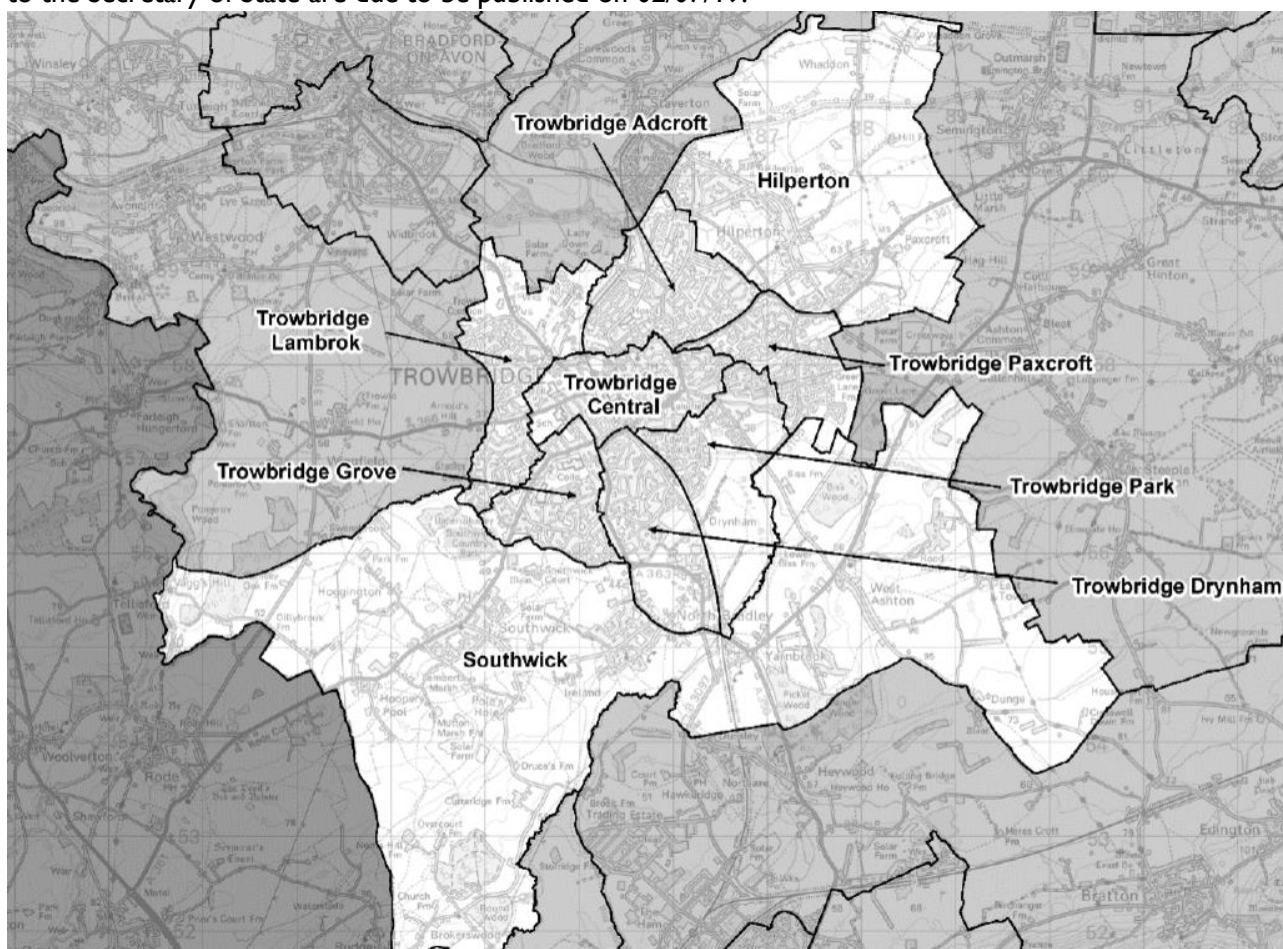


Town Clerk's Report to Policy & Resources Committee 5th March 2019

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

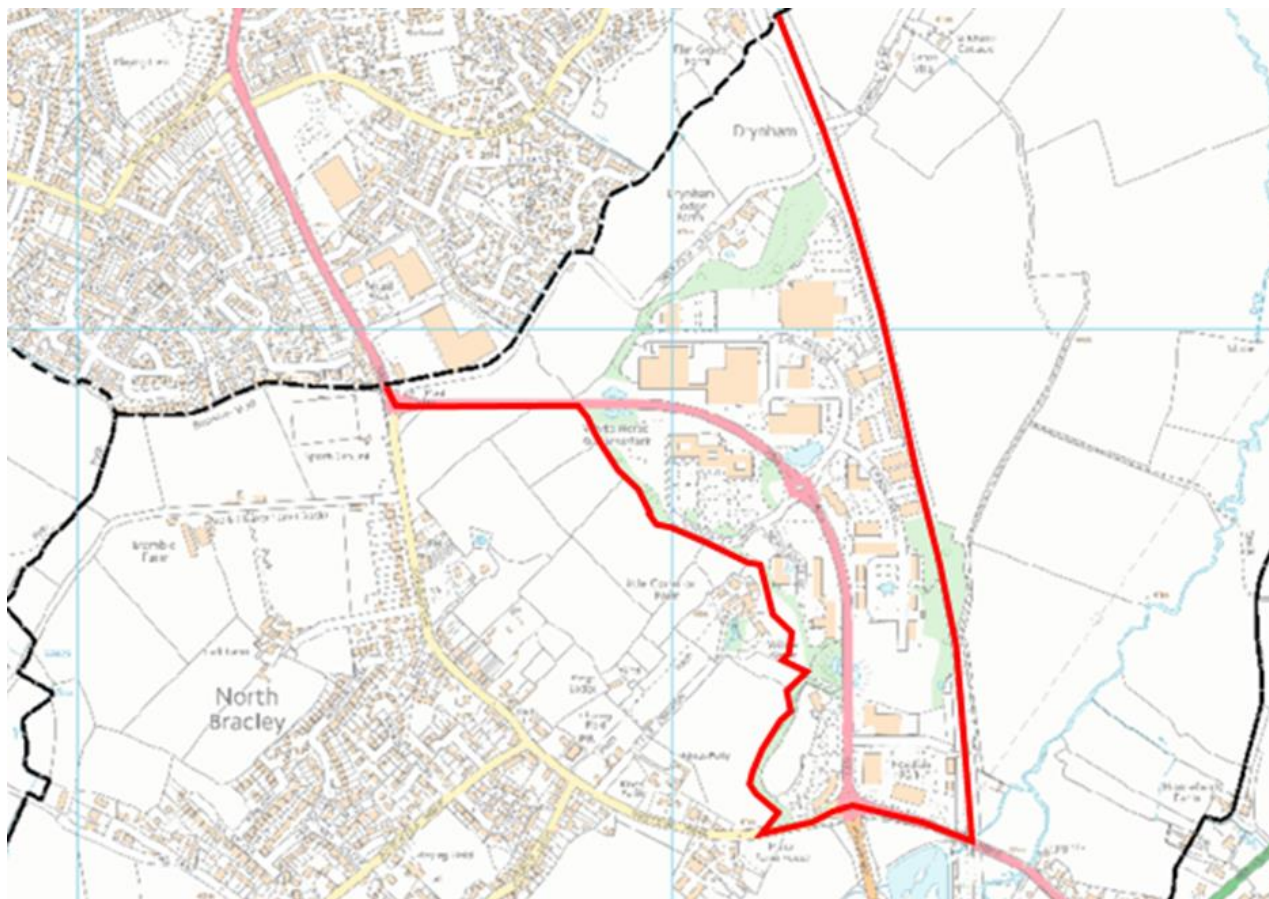
I. POLICY

I.1 Review of Wiltshire Council Electoral Divisions – (AGENDA ITEM 7) The Local Government Boundary Committee for England (LGBCE) is reviewing electoral arrangements for Wiltshire Council (WC). LGBCE proposes that WC retains 98 councillors. The initial consultation ran 28/08/18-05/11/18. The draft recommendations were published on 05/02/19 and for Trowbridge generally fall into line with the proposals made by WC. Consultation on these proposals runs until 15/04/19. The final recommendations to the Secretary of State are due to be published on 02/07/19.



The nine Trowbridge Community Area divisions remain, but with; DRYNHAM extended into parts of North Bradley including Drynham Lane and White Horse Business Park; PARK extended into those parts of North Bradley in Ashton Park. Adjustments between town divisions are made to achieve electoral equality: PAXCROFT loses areas to the north of Hilperton Rd (to ADCROFT) and areas accessed from Green Lane (to PARK). CENTRAL gains areas north of Paxcroft Brook and parts of Longfield (from PARK), and loses areas south of County Way (to DRYNHAM), west of Bond Street (to GROVE), north of Lambrok Stream, Millington Rd and Hungerford Drive (to LAMBROK).

RECOMMENDATION: That the Council supports LGBCE's draft recommendations for Electoral Divisions and retention of three town councillors for each of the seven town wards and subject to the views of North Bradley Parish Council may request a revision to the proposed Drynham Division to exclude the area between White Horse Business Park and North Bradley Village as per the following map.



Alongside the Electoral Review, Wiltshire Council is conducting a **Polling District & Polling Places** review. The consultation is likely to be ongoing when the July meeting of the committee takes place.

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

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

When it concluded the review in 2016 Wiltshire Council indicated that it would reconsider areas once development had taken place. When the new Wiltshire Council divisions are established in 2021 the town council may request a Community Governance Review to include areas into which the town has grown.

1.3 Policies – (AGENDA ITEM 15) - The following are presented for approval in March 2019:

- a) Recruitment Procedure (Casual Employees)
- b) Maternity Scheme
- c) Annual Performance Review Policy (formerly Appraisals Procedure)

1.4 Bath Clean Air Zone – Bath & North East Somerset Council consulted on a proposal to introduce a clean air charging zone (CAZ) in Bath City Centre including the A36/A4 junction north of Cleveland Bridge, older vehicles not meeting stringent emissions criteria would be charged a daily fee. The Town Council responded to the consultation proposing a number of amendments to the proposed boundaries. The consultation is now closed. Feedback is now being analysed to inform the final report, which will be available to read on their website in March. www.bathnes.gov.uk/bath-breathes-2021-overview. Early indications are that the recommendations will be to charge large vehicles only and not cars.

1.5 Fairtrade – The Council has recently agreed to renew its commitment to Trowbridge being a Fairtrade town. Fairtrade celebrating the 10th anniversary of Trowbridge achieving Fairtrade status at a luncheon held at Wesley Road church on Saturday 2nd March, to which councillors were invited.

1.6 Markets – The Council has recently agreed to support the establishment of a monthly market on one Saturday each month. Cllr Palmen is coordinating.

Trowbridge Town Council

2019 March Report

Working with the Community

2. RESOURCES – Delegated to the Head of Service: Resources & Venues, Juliet Weimar.

2.1 Financial Resources - Quarterly accounts (April-June, July-Sept, Oct-Dec & Jan-March) are presented to each spending committee and collectively to Policy & Resources Committee.

2.2 Risk & Audit Panel (AGENDA ITEM 16) - The notes of the Risk & Audit Panel meeting held on Tuesday 26th February 2019 will be considered by the committee. (copy to be circulated).

2.3 Management Accounts – (AGENDA ITEM 18) The third quarter accounts up to the end of December are presented to the committee for consideration in March.

	Actual £'000	Budget £'000	Variance £'000
Gross Expenditure	270,747	305,710	34,963
Income	26,212	44,982	(18,770)
Net Expenditure	244,535	260,728	16,193

2.4 Budget 2019/20 –The Council approved the budget on 15th January:

A total budget requirement for 2019/20 of £1,864,052

Part funded through estimated income from Community Infrastructure Levy of (£66,460)

Leaving a net precept requirement for 2019/20 of £1,797,592

Which results in an increase of £4.99 on the Trowbridge Town Council

'Band D' Council Tax Charge, to £153.98

OTHER TOWN COUNCILS: Councils have published decisions as follows:

Council	2018/19	2019/20	Change	
Chippenham	£174.20	£239.61	£65.41	+37.55%
Calne	£210.31	£210.31	£0.00	0%
Salisbury	£208.00	£208.00	£0.00	0%
Malmesbury	£199.51	£205.49	£5.98	+3.00%
Royal Wootton Bassett	£199.81	£204.81	£5.00	+2.50%
Cricklade	£185.47	£196.72	£11.25	+6.07%
Marlborough	£187.97	£195.13	£7.16	+3.81%
Bradford on Avon	£174.42	£185.39	£10.97	+6.30%
Corsham	£153.52	£168.74	£15.22	+9.91%
Wiltshire Council towns AVERAGE	£152.50	£162.61	£10.11	+6.63%
Devizes	£153.77	£159.71	£5.94	+3.86%
Trowbridge	£148.99	£153.98	£4.99	+3.35%
Melksham	£140.78	£153.12	£12.34	+8.77%
Tidworth	£135.29	£148.70	£13.41	+9.91%
Wilton	£128.28	£137.43	£9.15	+7.13%
Westbury	£129.58	£132.94	£3.36	+2.59%
Warminster	£124.13	£127.96	£3.83	+3.09%
Ludgershall	£100.97	£104.65	£3.68	+3.64%
Amesbury	£88.21	£98.07	£9.86	+11.18%
Durrington	£54.21	£58.75	£4.54	+8.37%
Stratton St Margaret	£189.96	£193.03	£3.07	+1.62%
Swindon North	£114.83	£119.41	£4.58	+3.99%
Swindon South	£114.90	£114.90	£0.00	0%
West Swindon	£93.11	£94.97	£1.86	+2.00%

The average charge has risen above £160 and means that Trowbridge remains in the better value half. If we factor in the size of each town (based upon the Band-D equivalents), then the average charge to each Band-D household in towns in the Wiltshire Council area is: £175.13 more than 13.7% higher than Trowbridge.

2.5 HUMAN RESOURCES

2.5.1 New Starters

- **LS** - Victoria Spriggs –Event Support & Admin Officer, started 1st February 20 hours per week.

2.5.2 Staff Changes

- **LS** -Chloe Johnson, Sports Coach, increased to 30 hours per week from 14th January 2019.

2.5.3 Leavers

- **LS** - Megan Trollope, Sports Coach left on 9th January.
- **CB** - Steve Aslett – final day of employment 31st January 2019

2.5.4 Recruitment

- **LS** - Facilities Maintenance Officer - interviews and start date to be confirmed.
- **NS** Interviews for a 37 hours per week Neighbourhood Services Groundsman are taking place on 27th February 2019.This position has replaced the previous advert for two Street Cleaning Operatives.
- **CB** -new Events and Conference Assistant in The Civic - Imogen La Trobe has been appointed and will be starting with us on 1st April.

2.5.5 Training:

- **TIC** - Laura starting Level 2 in Data Protection & Security
- **TIC** - Mike starting Level 2 in Business & Administration
- **TIC** - Ben – Level 2 in Customer Service + 1 day basic Excel training at Lackham in Feb

3. SERVICES

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

3.1 CULTURAL & NEIGHBOURHOOD SERVICES – Delegated to Clare Lyall, Head of Service: Cultural and Neighbourhoods, (responsible for overseeing Museum and Neighbourhood Services). Our Neighbourhoods Team look after play areas, recreation grounds and support the activities of Wiltshire Council in looking after our streets.

Full updates will be in reports to committees on 26th March.

3.1.1 Friends of Trowbridge Park – Following the resignation of the Chair of the FOTP the remaining Friends have decided to discontinue the group and become volunteers, working with the council on maintaining and improving the Park.

3.2 VENUE SERVICES – Delegated to Juliet Weimar, Head of Service: Resources & Venues, (responsible for overseeing The Civic and Longfield Community Centre). The Civic Board is responsible for overseeing the commercial operation of The Civic. Minutes of the meeting held on 5th February are presented to this committee. Next meeting 14th May.

3.3 LEISURE & INFORMATION SERVICES – Delegated to Hayley Bell, Head of Service: Leisure & Facilities, (responsible for overseeing Active Trowbridge, Information Services and Facilities). A full update is provided in the report to committee on 28th May.

4. TOWN COUNCIL PROJECTS

4.1 Museum Project – (AGENDA ITEM 8) 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 HLF has made a grant of £1,172,500 towards the £2.45million project. The Friends of Trowbridge Museum has contributed £150,000 towards the project so far, and the Town Council has borrowed £450,000 towards the project, with a further £450,000 due to be borrowed in 2019/20. The Museum is closed and storage of the collection is complete. The construction contract went out to tender and we are now considering the tender returns. Work is due to commence in April. The new Museum, expanded to cover two floors, with a new lift shaft is due to open in 2020. The Museum staff will be relocating temporarily to the Bowyer Room at The Civic until the project is complete.

RECOMMENDATION: That we appoint the main contractors for the Museum Expansion Project, subject to satisfactory negotiations to achieve an acceptable contract price.

4.2 Sports Pitches Project – The Town Council Strategy says;

Trowbridge Town Council will support and if necessary be actively involved in:

a. Provision of an all-weather pitch at Doric Park in conjunction with national sports funders and other organisations.

b. Development of the Health & Well-being Centre by Wiltshire Council in the town centre.

4.2.1 Doric Park – (AGENDA ITEM 9) We are progressing the development of land at Doric Park to provide an all-weather 3G pitch, car-parking, changing rooms and possibly education facilities and a gym. The cost of the development will be around £2million. We anticipate a requirement to secure borrowing of around £1million with other funding being available from S106 (£600,000) and grants (£500,000) including the Football Foundation. Borrowing will be funded from lettings income. Framework consultants RLF and QMP are detailing proposals and we have engaged Carter Jonas as our agents. We will be seeking to negotiate an agreement with the Rugby Club on access and land transfers prior to submitting a planning application. We have concluded that it is not viable to provide the squash facilities for financial reasons. Following preliminary discussions with Wiltshire College regarding the potential use by them daytime Monday-Friday we are considering entering into a Memorandum of Understanding to take these proposals forward and make some amendments to our design to accommodate their requirements.

RECOMMENDATION: That the Town Council signs a Memorandum of Understanding with Wiltshire College to take forward consideration of a partnership for the development and use of the Doric Park 3G facilities.

4.2.2 Grass Pitch Development - Ashton Park - Following consultation by Wiltshire Council's Leisure & Play Strategy Officer, Colin Brown, with West Ashton and North Bradley PCs about proposed sports pitches, changing accommodation and car-park at Ashton Park we are now progressing discussions with Persimmon. Whilst both parishes are involved in negotiations they are happy to let Trowbridge TC lead and make a decision on which organisation will take ownership, all are agreed that we should seek to avoid a Management Company taking on this role, as this has been contentious at Castle Mead. The facility is due to be located on the West side of the West Ashton Road and will be provided by the developer including changing rooms and car-parking, with additional future maintenance funding.

4.3 Town Park – Refurbishment of Tennis Courts –We have now obtained planning permission for the new low energy floodlights which will be installed using S106 funding during 2019.

5. CIVIC & DEMOCRATIC ACTIVITIES

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

Tuesday 12 th March	Town Development (19:00)	
Tuesday 19 th March	Full Council (19:00)	
Tuesday 26 th March	Museum (6.00pm)	Neighbourhoods (6.30pm)
Tuesday 2 nd April	Town Development (19:00)	
Tuesday 9 th April	NO MEETING	
Tuesday 16 th April	Annual Town Meeting (18:30) & Gathering (19:00)	
Tuesday 23 rd April	Town Development (19:00)	
Tuesday 30 th April	Risk & Audit Panel (15:00)	
Tuesday 7 th May	Policy & Resources (19:00)	

5.2 Dates for your diary:

Civic Dinner – Saturday 23rd March 2019

Civic Service – Sunday 21st July 2019

Annual Town Meeting & Town Gathering

5.3 Twinning - Trowbridge is twinned with four communities:

5.3.1 Leer in Ostfriesland, Germany. A party of 8 including the Mayor of Leer, will be visiting Trowbridge to attend the Civic Dinner on March 23rd, representing both Stadt Leer and the twinning association (LPV). An invitation from the Chair of the Trowbridge/Leer Twinning Association has been sent to Stadt Leer, the Leer Partnerschaft Verein (LPV - twinning assoc), extending to the former members of the Arbeitskreis, and the Poseidon Swimming Club, to visit Trowbridge to mark the 30th anniversary of the twinning between our two towns. Discussions are underway to hold a celebratory dinner at the Civic Centre.

5.3.2 Charenton-le-Pont on the outskirts of Paris, France.

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 12th March, 2nd and 23rd April. The committee considers all regulatory matters consulted on by Wiltshire Council including planning, listed building and tree applications, road closure, traffic regulation and licensing.

6.1 Development Sites

6.1.1 Commercial/Mixed-use sites

Bowers – www.innoxmills.co.uk are close to agreement with a developer. The town council supports at least 300 houses on this site. The developer was expected to meet with the Town Clerk and councillors on 1st March, prior to submitting their pre-application.

County Hall East – Wiltshire Council have made a mixed use outline application including the new health facilities to replace the hospital and new leisure facilities as well as 54 apartments (also see 8.1.3 below)

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

A. Ashton Park and associated sites.

Ashton Park – Persimmon (mainly in West Ashton and North Bradley Parishes), [15/04736/OUT](#) for 2,500 houses, employment area, sports pitches, open space, allotments, play areas, 2 primary and 1 secondary schools and A350 improvements was permitted in April 2018, S106 agreement being negotiated.

Southview Park - Wain Homes development complete, including the cycle/footway to Drynham Rd. Applications [16/00547/FUL](#) [17/12509/FUL](#) for up to 121 new dwellings. Concerns about access links to the rest of Ashton Park, the LEAP at Southview Park and the cycling and walking network were raised.

B. Sites within the settlement boundary

B1. Under Construction

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

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

Bradley Road – Former District Council site [Newland Homes](#) permission [17/05669/FUL](#) for 79 homes.

B2. Permitted

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

McDonogh Court – [18/02099/FUL](#) for construction of 20 houses and flats off Polebarn Road.

B3. Applications Submitted

Courtfield House – Ashford Homes [18/04656/FUL](#) conversion with a further 16 houses in the grounds.

United Church Buildings – [18/03856/LBC](#) for conversion into 25 apartments.

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

Former Margaret Stancomb School – Selwood Housing application [18/10554/FUL](#) to provide 21 new residential properties including 3 in the converted school building.

Homefield House – [19/00840/FUL](#) an application for conversion to 18 residential apartments.

B4. Potential

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

Hospital – Promoted in the 'One Public Estate' bid by WC and partners for up to 200 houses:

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

C1. Supported by the Town Council

Elm Grove Farm (SHELAA 613/248 & WHSAP H2.1) – (partly in North Bradley Parish) Coulston Estates, are promoting development at Elm Grove Farm and land adjacent to Drynham Lane and west of the railway line with a view to bringing the site forward to provide 250 houses and new football pitches. Wiltshire Council were seeking to use the Queen Elizabeth II Field; Elm Grove Recreation Ground to provide the new school but they have now decided that the new school is not required. An application is expected soon. The developer made a presentation to the Town Development Committee on 29th January. The North Bradley Consultation Draft Neighbourhood Plan also supports this site.

Church Lane (SHELAA 1021 & WHSAP 2.4) – Accessed directly off Frome Road, is wholly within the town boundary; 45 houses now subject to an access only outline application [18/10035/OUT](#).

Spring Meadows (SHELAA 3260 & WHSAP 2.5) – Accessed off Frome Rd is inside the town boundary; 45 houses.

C2. For Reconsideration, following North Bradley Neighbourhood Plan Consultation Draft.

Land off A363 White Horse Business Park, E. of Woodmarsh (SHELAA 298 & WHSAP 2.2) – (Located wholly in North Bradley Parish) 175 houses. North Bradley Neighbourhood Plan Consultation Draft supports the allocation of those parts of this site which are closest to the village (see 6.2.2 below)

C3. Opposed by the Town Council (contrary to the Core Strategy, 'maintain open countryside')

South West of Elizabeth Way 'Hilperton Gap' (SHELAA 263/297 & WHSAP 2.3) - (Almost wholly within Hilperton Parish) [Framptons](#) application [16/00672/OUT](#) 170 houses, access off Elizabeth Way. The WHSAP has increased the site to potentially accommodate 355 houses. This site is supported by the Hilperton Neighbourhood Plan, but the Plan did not fully consider other sites closer to the village.

Southwick Court (SHELAA 3565 & WHSAP 2.6) – (Located in Southwick & North Bradley Parishes) Savills on behalf of Waddeton Park are promoting development between the town and Southwick Court. www.landsouthoftrowbridge.co.uk/ indicating access off Frome Rd for 180 houses. North Bradley Neighbourhood Plan Consultation Draft indicates acceptance of the small part which is in North Bradley.

D. Sites Discounted by Wiltshire Council

Land South of Green Lane, Castle Mead Extension (SHELAA 256) – Persimmon - Application [16/03420/FUL](#) for 272 more homes up to Green Lane Wood was withdrawn. The Bat reports indicate this site cannot proceed in the foreseeable future.

Ashton Road - (Steeple Ashton Parish) [Taylor Wimpey](#) 200 homes north of Green Lane Wood [16/04468/OUT](#) refused. The Bat reports indicate that this site cannot proceed in the foreseeable future.

Biss Farm (currently undeveloped employment allocation) - Application for 267 houses [17/09961/OUT](#), primary school, pub and care-home by Persimmon between Leap Gate & West Ashton Rd. The Town Council supports this application and therefore the allocation of this site for 267 houses.

6.2 Neighbourhood Plans

6.2.1 TROWBRIDGE – The Steering Group has reviewed the Scoping Report which is in the process of being edited and the initial consultation results. It will be reviewing The Masterplan at the next meeting on 19th March. The Steering Group also met with representatives from North Bradley and Councillor Darren Henry, Portfolio Holder for Planning Policy, on 19th February, the main area of discussions being the impact of the North Bradley neighbourhood Plan.

6.2.2 North Bradley – The North Bradley Neighbourhood Plan Consultation Draft (NBNP) was due to complete Regulation 14 consultation on 3rd March prior to a referendum. It supports some development in the gap between White Horse Business Park and the village, but only on that part of the site (SHELAA site 298/WHSAP site H2.2) which is closest to the village, for up to 175 homes, leaving a landscape buffer, in

accordance with the Core Strategy between the town/White Horse Business Park and the village. In addition, the Plan proposes two additional sites close to the village for development of a further 60 homes

6.2.3 Hilperton, Holt and Bradford on Avon – Are all 'Made' by Wiltshire Council and now form part of the WC Local Development Plan and the policies given full weight when assessing planning applications that affect land in the areas.

6.2.4 West Ashton – Awaiting confirmation from WC before they can progress to Regulation 14 consultation and referendum.

6.2.5 Southwick has been designated as a Neighbourhood Plan area.

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

6.3 Wiltshire Housing Sites Allocation Plan (WHSAP) (AGENDA ITEM 10) – Planning Inspector, Steven Lee will hold the [Examination in Public](#) in the Civic Centre from 2nd to 18th April. Following publication of the NBNP, as is indicated above in 6.2.2 and 6.1.2C2, there is an opportunity for the Town Council to reconsider its position regarding site H2.2 and support the position indicated in the NBNP.

RECOMMENDATION: That the Town Council supports the position indicated in the North Bradley Neighbourhood Plan Consultation Draft with regard to WHSAP site H2.2, including the allocation of those parts of the site which are closest to the village of North Bradley, whilst retaining a strategic Landscape Buffer between the village, the growing town and White Horse Business Park. Therefore, the Town Council no longer objects to the allocation of this site in the WHSAP and reports this change of position to the Inspector Steven Lee.

6.4 Wiltshire Core Strategy Review – The Town Council considers that in order for Trowbridge to continue to grow in the period beyond 2026, without compromising the integrity of our neighbouring villages of Hilperton, West Ashton, North Bradley and Southwick then a review of the Green Belt to the North West and West of the town will be required, potentially removing Greenbelt status from some areas close to the town for future housing development.

6.5 Future High Streets Fund – The Government is making over £670million available to towns to transform town centres for the future. WC is able to make three bids and has invited Trowbridge to make a bid. The initial Expressions Of Interest will be completed by 22nd March and if we are successful we can then detail the projects we would wish to include, such as facilitating developments at the Bowyers site and Bythesea Road, highway and station access improvements, Riverside, links between the town centre and St Stephen's Place etc. There is also a specific Heritage element available which could support the Town Hall. The Town Clerk is currently working with Wiltshire Council on submitting the bid.

7. TROWBRIDGE PARTNERSHIPS - The Council Strategy says:

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

7.1 Transforming Trowbridge (AGENDA ITEM 11) – The Town Council is the accountable body for TT. Transforming Trowbridge is considering winding-up and redistributing remaining funds either back to the original funders or to the Town Hall. The Town Council's share of residual funds is around £1500.

RECOMMENDATION: That the Committee decide to do one of the following:

- a. Request that the Town Council's share be returned to General Reserves or,
- b. Request that the Town Council's share is passed to Trowbridge Town Hall Trust.

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

7.3 Trowbridge Community Area Future (TCAF) – Works with partners to address priorities in the Joint Strategic Assessment in our most deprived communities (Studley Green-10%, Seymour/Adcroft & Longfield-20%). TCAF receives an annual grant from the council, utilises the Cabin at Seymour and operates the Community Hub in the Shires. Councillors interested in using the hub for surgeries should contact tcaf@trowbridge.gov.uk Staff: Meg Aubrey, Project Manager Youth & Community Development; Zoe Meaden, Community Project Co-ordinator/Administrator;

Louise Williams, Community Administrator – Maternity leave. Deborah McLean, Youth Work Coordinator. Emma Heath & Mya Wootten, Youth Support Workers

7.4 Cock Hill Solar Community Fund. Support local applicants with grants from a £15k/annum fund. Applications should be made to the Wiltshire Community Foundation.

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

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

7.7 Selwood Housing - the main social housing provider in Trowbridge.

7.8 Trowbridge Town Hall Trust – David Lockwood has been appointed as Director of Trowbridge Arts, working for the Trust. The Council approved the following on 15th January:

That Trowbridge Town Hall Trust is offered a grant of £20,000 in 2019/2020 split into four quarterly payments of £5000 each, paid in April 2019, July 2019, October 2019 and January 2020.

On condition that:

A. Prior to the first payment being made, Trowbridge Town Hall Trust introduces a membership arrangement whereby volunteers, members of the public and corporate bodies can become members of the Trust through payment of a subscription and therefore attend and vote at Annual General Meetings and other similar meetings of the Trust.

B. Prior to the second payment being made, Trowbridge Town Hall Trust introduces changes to facilitate greater transparency to the processes for the appointment of Trustees, as approved by Trowbridge Town Council and the Charity Commission.

(For example, this may include changes to the constitution to allow for Trustees to be appointed by Trowbridge Town Council, by Friends of Trowbridge Community Sensory Garden (registered charity 1106281), by User Organisations, by members at the Annual Meeting of the Trust and by co-optation by the existing Trustees.)

C. That none of the grant provided by Trowbridge Town Council is used to pay salaries.

The Trowbridge Town Hall trust is currently working on introducing a new membership scheme and new Trustee appointment arrangements.

7.9 Trowbridge Post Office – a Customer Forum was held on Tuesday, 19 February at the Civic. The format of the event was a drop-in session to which customers, colleagues that work at the branch and their union officials, local stakeholders and the media were invited to meet with senior Post Office representatives to discuss the proposal to close the Crown office and relocate services to WHSmith. The Post Office promoted the event in branch with customers and through a press release.

8. WILTSHIRE

8.1 Wiltshire Council

8.1.1 Area Board – Next meeting Thursday 7th March, 18.30 for 19:00 Cotswold Space County Hall. The Community Engagement Manager for Trowbridge is Liam Cripps, who has taken over from Mary Cullen.

8.1.2 Local Youth Network – The LYN Management Group considers grant applications from Youth activity and support organisations and makes recommendations to the Area Board.

8.1.3 Waiting Restrictions – Wiltshire Council is progressing the list of requests compiled since 2011 and has provided reasons why some such requests are not being progressed. They are also assessing the requests related to potential wide area and College Residents' Parking Zones (RPZ).

8.1.4 Castle Place Multi-Storey Car Park – (AGENDA ITEM 12) - WC has now resolved to pursue the sale of the multi-storey car-park to the owners of Castle Place (APAM). If this proceeds, the current restrictive covenant on charging would be nullified. The new owners are likely to wish to redevelop the site in the longer term, with the retention of parking for their customers at Castle Place and St Stephen's Place. There have been suggestions that WC might consider selling the car-park to Trowbridge Town Council instead. The expectation is that a minimum price of purchase would be £2million. In addition, the Town Council would need to consider the reason for the Town Council purchasing the car-park. This could be the retention of all day free parking. In these circumstances the opportunity to raise income from the car park would be severely limited, as the restrictive covenant would continue to apply, requiring the retention of no charging for short or long term.

So in addition to financing the borrowing, the Town Council would also be required to fund the maintenance and running costs. Borrowing would cost around £100,000 per annum, running costs a further £75,000 and replacement £100,000 per annum. The total of £275,000 per annum would result in an increase in the Town's Council Tax Band-D Charge of more than £23.55 which is 15.3%. Councillors should also consider that many of the users who are benefitting the most are those from out of town.

RECOMMENDATION: That the Town Council advises Wiltshire Council that the Town Council does not wish to pursue the potential of purchasing the Multi-Storey Car-Park.

8.1.5 Service Delegation & Asset Transfer (SDAT) – Alan Richell, Growth & Investment Programme Director and Richard Clewer, Cabinet Member, have indicated that WC wish to bring forward discussions on SDAT prior to late 2019. In addition to play areas, the Town Park, allotments, closed churchyards and grit bins already transferred, the council may consider in future taking over recreation grounds (Stallards, Seymour, Elm Grove) and open space (including Paxcroft Brook). These have been factored in to the long-term financial plan. The Town Council would also be interested in delegation of street trading licensing. No funding is available for town and parish councils taking on additional assets and services.

8.1.6 Play Areas – The town council is taking responsibility for maintaining the 24 WC play areas from 1st April, including grass cutting, shrubs, hedges and fences. We have not received the formal management agreements but the Town Clerk has written confirming the Town Council will take responsibility under Section 101 of the Local Government Act 1972 as agent for Wiltshire Council. We are due to receive the remaining half of the £50k transfer fee by the end of March and S106 revenue expenses funds during April.

8.1.7 Street Cleaning - WC undertakes the statutory minimum utilising a barrow operative and sweeper, there is no value available to the town council to take on these activities, so the town council is securing resources to improve the outer areas and undertake activities not deemed necessary by WC. This approach will be coordinated by the town council to ensure reports are being made on the WC App and town centre resources applied to priorities. The council has now purchased a weed-ripper and has included in the budget, resources to purchase a drive-on street sweeper and StreetCare Operative.

8.1.8 Bus Shelters (AGENDA ITEM 13) – Having reviewed the historical records held by the council it is clear that the town council is responsible for a significant majority of the Bus Shelters in the town and to ensure proper coordination of repairs and maintenance should consider taking responsibility for all of them (except those that are the responsibility of the operator during 2019/20. Wiltshire Council is not funding any repairs or replacement of bus shelters.

RECOMMENDATION: That the town council accepts responsibility for the repair, maintenance and replacement (where deemed appropriate) of all bus shelters in the town except those which are owned by operators.

8.1.9 Litter Bins - We will consider the costs of emptying litter bins and providing additional bins over and above those provided by WC, once our street sweeping is operational.

8.1.10 Free Parking Days (AGENDA ITEM 14) Wiltshire Council offers a free-parking allocation to towns each year, for the town council to allocate, the Trowbridge allocation for 2019 is 1548 free spaces and they can be allocated between 1st January and 31st October.

RECOMMENDATION: That the Committee approves Saturday 29th June 2019 (Armed Forces Day), Saturday 13th July 2019 (Active Festival), Saturday 7th September 2019 (Carnival Country Fayre) and Friday 18th/Sat 19th October (Carnival) as free parking days in the Bradford Road, Broad Street, Church Street, Court Street and Lovemead car-parks, making all council car-parks free of charge on these days.

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 Maternity Care - Sarah MacLennan, Associate Director of Communications & Engagement provided a response which was circulated to councillors on 31st January, to the points raised by Mr Milroy and supported by the Town Council.

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

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

8.5 Wiltshire Association of Local Councils - [WALC](#) is the county association for town & parish councils, affiliated to NALC the National Association. Trowbridge Town Council is a member of both.

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

8.7 Enterprise Wiltshire – No meetings recently.

8.8 Market Towns Network – The next meeting is being held in Salisbury on 28th March followed by Warminster on 3rd October.

8.9 Wiltshire Super Councils Network – Met in Calne on 20th February. Councillor Cavill attended with the Clerk. The following councils are included: Salisbury, Chippenham, Calne, Swindon North, Swindon South and Stratton St Margaret.

8.10 Society of Local Council Clerks (SLCC) – The Council pays the fee for the Clerk to be a member of the Society of Local Council Clerks (SLCC), which provides training and advice. The Clerk was elected to be a member of the Board of SLCC and attended his first board meeting in London in January. The recent branch meeting was held in Market Lavington.

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