

Town Clerk's Report to Policy & Resources Committee 7th May 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

1.1 Review of Wiltshire Council Electoral Divisions – The Local Government Boundary Committee for England (LGBCE) has reviewed electoral arrangements for Wiltshire Council (WC). Consultation on draft recommendations ran until 15/04/19. The town council submitted a joint response with North Bradley Parish Council. The final recommendations to the Secretary of State are due to be published on 02/07/19. WC is also conducting a **Polling District & Polling Places** review, consultation is likely to be ongoing when the July meeting 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 12) - The following is presented for approval in May 2019:

a) Annual Leave & Time Off Policy

1.4 Bath Clean Air Zone – Bath & North East Somerset Council has confirmed that the charge will only apply to large vehicles and not cars.

1.5 Local Transport Plan and Freight Strategy Review - In 2019 Wiltshire Council will be preparing its fourth Local Transport Plan (LTP4) for Local Plan period 2026-2036. As part of LTP4 the Freight Strategy will be reviewed and replaced to take account of recent changes; the Major Road Network (MRN) and the Western Gateway Sub-National Transport Body, of which Wiltshire is part. The production of LTP4 and review of the Freight Strategy will take time and resources. The sustainable transport team does not currently have sufficient resources to undertake freight management studies as well as develop and deliver LTP4 and contribute to the new Local Plan. Furthermore, it is not appropriate to continue to use the Freight Assessment and Prioritisation Mechanism (FAPM) to assess interventions as they may not accord with the outcome Freight Strategy review. FAPM will be suspended until the review has been completed. This will provide the opportunity to reflect on the FAPM's effectiveness, evaluate the outcomes achieved, and decide whether it is fit for purpose under the revised Freight Strategy. The ongoing freight studies will be concluded but no further studies will be commenced until LTP4 and the review of the Freight Strategy have been completed, which is likely to be in 2020.

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 8) - The notes of the Risk & Audit Panel meeting held on Tuesday 30th April 2019 will be considered by the committee. (copy circulated).

2.3 Management Accounts – The End of Year accounts up to the end of March 2019 will be presented to the committee at the July meeting.

2.4 Community Infrastructure Levy (CIL) (AGENDA ITEM 7) - As at 1st April 2018 the council had a CIL Reserve of £33,910 the council is required to confirm how this has been spent during 2018-19.

A. Sports Pitches Project	£10,000
B. Play Area Development	£13,910
C. Other Street Assets	£10,000

In addition, the council received further CIL payments during 2018/19 of £24,258 and is required to confirm how this has been spent or how much is allocated to the CIL reserve as at 31st March 2019.

D. Park Storage Project £24,258

WC has also confirmed that CIL will be paid quarterly in 2019/20. The April payment was £14,282.59 and the Council is asked to confirm that this is allocated to

E. Park Storage Project £14,282.59

RECOMMENDATION: That the Community Infrastructure Levy reserve and receipts are allocated in accordance with the figures in the report.

2.5 HUMAN RESOURCES

2.5.1 New Starters - Imogen La Trobe started on 1st April as Events & Conference Assistant

2.5.2 Staff Changes - Ellie Osborn increased her hours to 37 per week as of 1st April

2.5.3 Leavers - Natalie Scott, Apprentice Sports Coach, final working day was 29th March 2019

2.5.4 Recruitment – Groundsman Operative – recruitment for this post re-commenced on 25th April, This position is proposed to start on 1st June.

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 & Neighbourhood Services, (responsible for overseeing the 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 28th May 2019.

3.1.1 Museum - Staff and operations temporarily relocated to the Civic in April during the project.

3.1.2 Trowbridge Park Volunteers – we continue to work in partnership with the group 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. Next meeting 4th June 2019.

3.2.1 Longfield – DVSA have submitted a change of use for the Lounge at Longfield as a long term driving test centre facility to be operated on additional days each week.

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 11th June 2019.

3.3.1 Active Trowbridge – The team have been very busy during the half term and are now preparing for the Active Festival in the Park on Saturday 13th July.

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 £2.5million project. The Friends of Trowbridge Museum have contributed £150,000 to 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 (as approved 15 May 18 – **RESOLVED to approve: That the Council seeks borrowing approval of up to £900,000 from MHCLG for the Museum Project, such borrowing to be spread across 2018/19 and 2019/20.**) The Museum is closed. The construction contract has been awarded to E W Beard and work will commence in June. The new Museum, expanded to cover two floors, with a new lift shaft is due to open in 2020.

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 – We are progressing the development of land at Doric Park to provide an all-weather 3G pitch, car-parking, changing rooms, 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 are seeking to negotiate an agreement with the Rugby Club on access and land transfers prior to submitting a planning application.

4.2.2 Grass Pitch Development - Ashton Park - Following consultation by WC 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 TTC 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 provided on the west side of the West Ashton Road by the developer including changing rooms and car-parking, with additional future maintenance funding.

4.3 Town Park Tennis Courts – We are installing new low energy floodlights, funded using S106.

5. **CIVIC & DEMOCRATIC ACTIVITIES**

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

Tuesday 14 th May	Town Development (19:00)	
Tuesday 21 st May	Annual Council (19:00)	
Tuesday 28 th May	Museum (18:00)	Neighbourhoods (19:00)
Tuesday 4 th June	Civic Board (14:00)	Town Development (19:00)
Tuesday 11 th June	Leisure & Info Services (19:00)	
Tuesday 25 th June	Extra Full Council (Accounts) (19:00)	Town Development (19:10)
Tuesday 2 nd July	Policy & Resources (19:00)	

5.2 Dates for your diary: Civic Service – Sunday 21st July 2019

5.3 Twinning - Trowbridge is twinned with four communities:

5.3.1 Leer in Ostfriesland, Germany. A party of 5 visited Trowbridge to attend the Civic Dinner on March 23rd, representing both Stadt Leer and the twinning association (LPV). The Trowbridge/Leer Twinning Association awaits confirmation as to whether any visitors are coming to Trowbridge in July to celebrate the 30th Anniversary of the twinning between our two towns.

Following their March AGM Clarence Benbow was elected Chairman, and his wife Linda as secretary. A new website has been set up www.tlta.co.uk

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 14th May, 4th & 25th June 2019. 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 met with the Town Clerk and councillors on 1st March.

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. Wain Homes applications [16/00547/FUL](#) [17/12509/FUL](#) for up to 121 new dwellings. Concerns about access links to the rest of Ashton Park, the Local Equipped Area of Play (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](#) Conversion 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.

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

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.

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. An application is expected soon. The North Bradley Consultation Draft Neighbourhood Plan supports this site.

Church Lane (SHELAA 1021 & WHSAP H2.4) – 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 H2.5) – Accessed off Frome Rd is inside the town boundary; 45 houses – Newland Homes have an interest.

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

Land off A363 White Horse Business Park, E. of Woodmarsh (SHELAA 298 & WHSAP H2.2) – Located wholly in North Bradley Parish, 175 houses. North Bradley Neighbourhood Plan Consultation Draft supports the allocation of part of this site (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 H2.3) - 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 including parcels owned by Wiltshire Council and interest from Barratt Homes and Persimmon. 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 H2.6) – 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 [16/03420/FUL](#) for 272 more homes up to Green Lane Wood was withdrawn. The Trowbridge Bat Mitigation Strategy (TBMS) indicates that 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 TBMS indicates that this site cannot proceed in the foreseeable future.

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

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 and The Masterplan.

6.2.2 North Bradley – The North Bradley Neighbourhood Plan Consultation Draft (NBNP) completed Regulation 14 consultation in March. It supports some development in the gap between White Horse Business Park and the village, leaving a landscape buffer, in accordance with the Core Strategy. In addition, the Plan proposes two additional sites close to the village for development of a further 60 homes

6.2.3 Hilperston, 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) – Planning Inspector, Steven Lee held the [Examination in Public](#) in the Civic Centre from 2nd to 18th April, The Town Clerk presented the Town Council's position as indicated above in 6.1. The inspector's report is due on 9th May 2019.

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 Hilperston, 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 has received 300 submissions for its £670million fund for towns to transform town centres. WC made three bids including Trowbridge. If we are successful we will be able to detail the projects 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.

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

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

7.1 Transforming Trowbridge - is being dissolved and a resolution was passed at the last Policy & Resources meeting on 5th March that the Town Council's share be returned to General Reserves.

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 most deprived communities (Studley Green-10%, Seymour/Adcroft & Longfield-20%). TCAF receives a grant from the council, utilises the Cabin at Seymour and operates the Shires Community Hub. Councillors wishing to use 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). 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 commenced as Director of Trowbridge Arts, working for the Trust. The Trust is introducing a new membership scheme and new trustee appointment arrangements. David has already held an open meeting for the public to express their views.

8. WILTSHIRE

8.1 Wiltshire Council

8.1.1 Area Board – Next meeting Thursdays 9th May & 25th July, 18:30 for 19:00 Cotswold Space County Hall. The Community Engagement Manager for Trowbridge is Liam Cripps.

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 – 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.

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 took responsibility for maintaining the 24 WC play areas from 1st April, including grass cutting, shrubs, hedges and fences but has not received the formal management agreements under Section 101 of the Local Government Act 1972 as agent for WC. We received the remaining half of the £50k transfer fee at the end of March. S106 revenue expenses funds will be transferred annually, with £3473.57 for 2019.

Planning number	Development name	Commuted sum remaining	Years left to run	Annual increment
97/00208/OUT	St Johns Hospital	£7,233.85	14.00	£516.70
03/01730/FUL	Halfway Cottage	£15,412.41	14.00	£1,100.89
00/00017/FUL	County Way	£8,788.35	13.00	£676.03
02/00681/FUL	West Ashton Road	£11,914.69	14.00	£851.05
96/01128/FUL	Brewery Walk	£5,262.39	16.00	£328.90
		£48,611.69		£3,473.57

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 lease a drive-on street sweeper and employ an additional Grounds Operative. Hako demonstrated their mini-sweeper in early April. This machine has the advantage that it is maximum 3.5 tonnes and can therefore be driven by anyone with a standard driving licence. It is also very manoeuvrable and can clean pavements as well as roads.

8.1.8 Bus Shelters – The Town Council has now taken responsibility for all bus shelters in the town.

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.

8.2 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 – The CCG have not yet made a final decision.

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) – Is now a separately constituted business, as required by government.

8.7 Enterprise Wiltshire – No meetings recently.

8.8 Market Towns Network – The last meeting was held in Salisbury on 28th March the next is in Warminster on 3rd October.

8.9 Wiltshire Super Councils Network – No recent meeting to report.

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.

8.11 Larkrise School - proposed closure - extended consultation to 6th May. The Town Clerk will be responding based on the council's previous position, which is to object to the closure. The date and location of the meeting of Cabinet scheduled for Tuesday, 14th May, 2019, 9.30 am has been changed. Following consultation with the Leader of the Council, it will now be held on Wednesday, 22nd May, 2019, 9.30 am at Council Chamber - County Hall, Bythesea Road, Trowbridge, BA14 8JN. The meeting will consider the report on Special Schools Proposals. To see the publicly available information, follow the link: [Meeting details on public web site](#)

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