

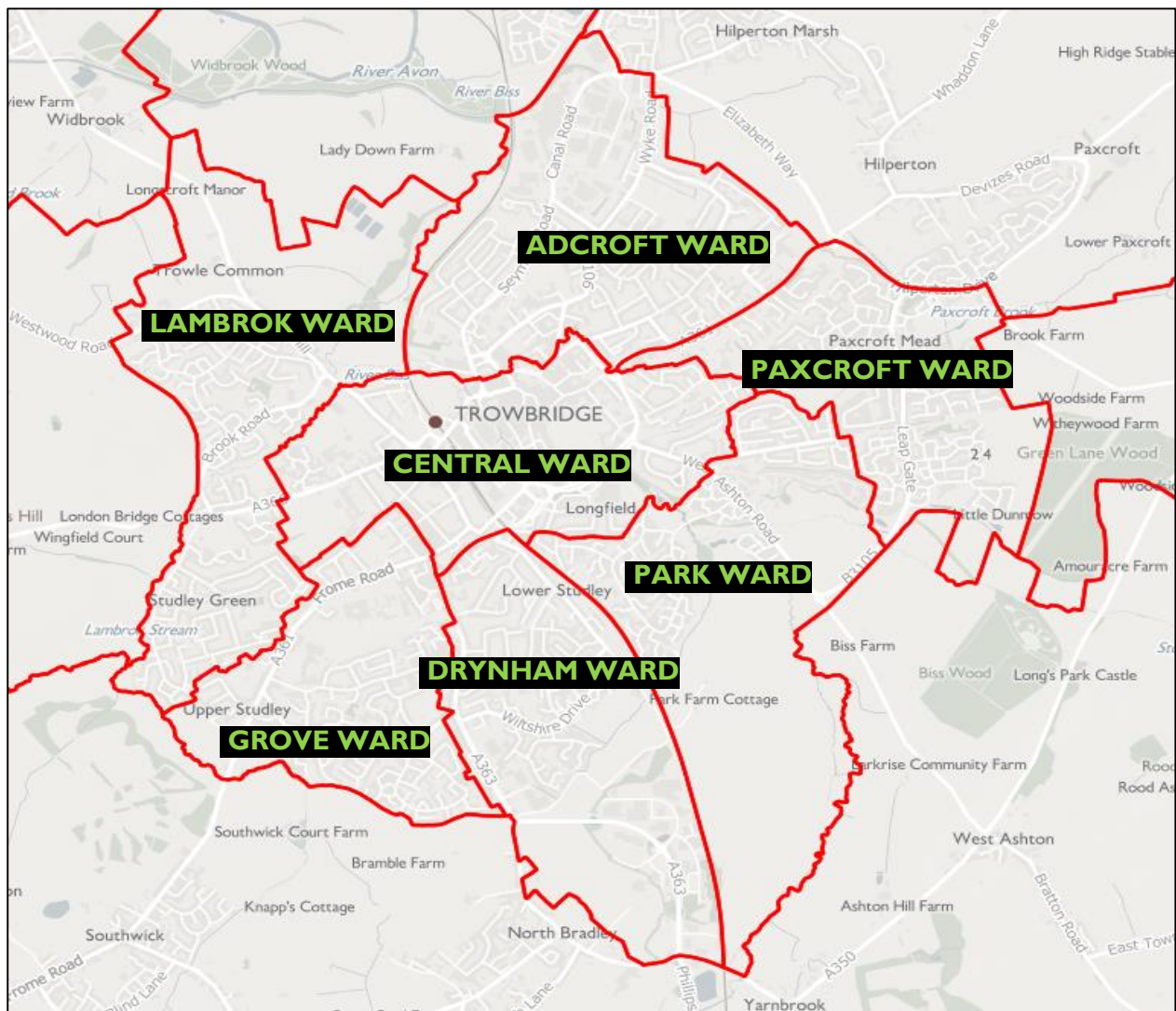
Town Clerk's Report to Policy & Resources Committee 3rd November 2020

The Town Clerk reports every two months to the 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.

As a result of Covid 19 and the government's advice, the meeting of the committee will take place online via MS TEAMS at 19:00hrs. If you would like to join the meeting please contact info@trowbridge.gov.uk

I. POLICY

I.1 Community Governance Review (CGR) – A CGR is a review of the governance arrangements for parish and town councils including their establishment, extinguishment, number of councillors and changes to their boundaries. Wiltshire Council approved the recommendations relating to Trowbridge at its meeting on 9th September. From 1st April 2021 all of the new Park division and all of the new Drynham division will be in the Trowbridge boundary, transferring areas from North Bradley parish including; a large part of Ashton Park, the Elm Grove/Drynham Lane development site and land between White Horse Business Park and North Bradley village. (There follows a map of the new wards).



1.2 CORONAVIRUS EMERGENCY (AGENDA ITEM 7) – A small group of councillors and officers met recently to review the council's response to the emergency, particularly during the lockdown period. The report of the review is included below as **Appendix C**.

2. RESOURCES

2.1 FINANCIAL RESOURCES

2.1.1 GRANTS – The revised Grants Policy to inform the 2021/2022 budget was approved at the September meeting. The town council is currently unable to confirm if it will have resources available during 2020/2021 for grants. The town council normally awards Core Grants to a number of local organisations and events each year and also has an open application grant budget available. Applications normally need to be submitted by 30th April each year to be awarded in July. The town council accepted applications up to 30th September and received applications totalling £19,568 (budget of £9,500). The council will make decisions on grants in January 2021 and grants will be presented at the Annual Town Meeting in April 2021.

2.1.2 ANNUAL ACCOUNTS 2019-2020 The 2019-2020 Year End accounts have now been approved and presented to the External Auditor. We are still awaiting the auditor's report. No members of the public requested to see the accounts during the period of public inspection.

2.1.3 MANAGEMENT ACCOUNTS 2020-2021 (AGENDA ITEM 9) – The second quarter 2020/21 summary is now presented to the committee for consideration, **attached as Appendix A**. The detailed committee accounts are attached as a separate document.

2.1.4 RISK & AUDIT – The next meeting of the Panel will be 10th November.

2.1.5 BUDGET 2021-2022 (AGENDA ITEM 10) - The first draft budget for the areas of direct responsibility for the Policy & Resources Committee are attached as **Appendix B**. Each committee will consider its draft budget between now and the end of December for presentation to the committee in January, for the committee to make a recommendation to full Council on 19th January 2021.

Council Tax Base – The Council Tax base for 2020 was 11740.34 Band D equivalents. Wiltshire Council have advised the following:

Please note that the tax base figures that we intend to issue on 4 November 2020 will be draft only. Whilst we do not usually expect the draft figures that we issue to you to change prior to formal approval which is planned early December 2020, we are seeing an increase in the number of households claiming Council Tax Reduction (CTR) which does affect the Council Tax Base. If numbers were to increase significantly between now and December this may trigger the need to recalculate the tax base. We are not anticipating at this point that there will be significant change to the tax base calculation.

The draft tax base figures issued on 4 November 2020 may therefore be subject to change depending on the impact of the furlough scheme ending at the end of October and a possible increase in the number of households claiming CTR, and as a result we may need to issue revised tax base figures. We will either confirm no change to your draft tax base figure or a revised tax base no later than 4 December 2020, post the formal tax base setting decision.

Therefore, all Parishes/Towns should consider the implications of the above when planning/setting their 2021/2022 Council Tax, particularly those who usually set their Council Tax in November/early December as you may be issued with a revised tax base by 4 December 2020 so you may wish to look at changing your precept setting meeting date or at least make contingency plans for approving a revised precept request should your tax base change.

Inflation – The Consumer Prices Index (CPI) was 0.5% for the 12 months September 2019 to September 2020. This is the figure used to uprate many leases and also the Council Tax bench-mark.

Community Infrastructure Levy – The October Payment has been processed and the Town Council has received £24,911.76 so far this year and the estimate for the full year is £25,500 against a budget of £65,500

2.1.6 Financial Implications of Coronavirus Emergency – The option to furlough staff and from November to claim from the Job Support Scheme, is restricted by the commercial income rule, so only staff in income generating departments have been furloughed. In addition, reduction in expenditure has been implemented for a range of areas and frozen the majority of recruitment. The legislation specifically excludes organisations which raise a precept, such as parish and town councils from receiving Business Rates rebates. At the moment, we do not expect there to be a significant impact on the council's financial position in 2020/2021. The biggest risk will be the Civic Centre where activities are most restricted for a longer period.

2.2 HUMAN RESOURCES

2.2.1 New Starters: We are currently seeking to appoint two Grounds Operatives at 18.5 hours per week each. Closing Date is 11th November, interviews on 17th November and proposed start date is 1st December. All other recruitment is on hold during the pandemic.

2.2.2 Changes: Active Trowbridge – Staff are now returning to work on flexible furlough. Chloe Johnson (Sports Coach) reduced her hours from 30 to 12.5 in September 2020.

Civic Centre – Staff are now on flexible furlough.

Events – Our events officer is on flexible furlough.

2.2.3 Leavers: Active Trowbridge – Aaron Cockerill will be leaving on 19th November.

3. TOWN COUNCIL SERVICES

Heads of Service make detailed reports to their respective committees, which are published the week before the meeting. The Council Secretary (Amanda Quick) is responsible for administering committees.

3.1 CULTURAL & NEIGHBOURHOOD SERVICES – Delegated to Clare Lyall, Head of Service: Cultural & Neighbourhoods, responsible for the Museum, Neighbourhood Services and our relationship with other cultural service providers in the town. The two committees next meet on 15th December.

3.1.1 MUSEUM – Now that operations have officially returned to the Museum they are continuing to work on the new displays and services ready to reopen the newly expanded museum, this is now scheduled for 20th February 2021.

3.1.2 NEIGHBOURHOODS – Our Neighbourhoods Team look after play areas, recreation grounds, bus shelters, grit bins and support the activities of Wiltshire Council in looking after our streets, including providing our own street sweeping and weed clearance services. Litter Bins and the majority of grass cutting remain with Wiltshire Council. (see **8.1.8 Service Delegation & Asset Transfer (SDAT)** below). The Neighbourhoods team have been working throughout pandemic, delivering items to the most vulnerable within the community. We are currently recruiting additional staff, due to the demands from councillors and the community.

3.2 VENUE SERVICES – Delegated to Juliet Weimar, Head of Service: Resources & Venues, including The Civic and Longfield Community Centre. The Civic Board is responsible for overseeing these and it met on 18th August, minutes of which are presented to this committee. The next meeting is 10th November.

3.2.1 Longfield Community Centre – The DVSA lease the small hall. Bookings in the main hall are now recommencing, subject to regulations.

3.2.2 Civic Centre – Office staff are now working Monday, Tuesday, Thursday, Friday, with Wednesday as a cleaning day. Avon & Wiltshire Partnership have also recommencing their activities. Bookings have recommenced in our conferencing facilities including vaccination sessions and entertainment schedules are being planned for 2021.

3.3 LEISURE & INFORMATION SERVICES – Delegated to Hayley Bell, Head of Service: Leisure & Facilities, is responsible for Active Trowbridge, Information Services and Facilities. This was covered in the weekly briefing on 9th June. The committee next meets on 8th December.

3.3.1 Active Trowbridge – We have been operating in schools from September and providing holiday clubs. The highlight of the past few weeks has been the installation of Beat The Street which has proved extremely popular.

3.3.2 Information Services – The team have been keeping the website and social media channels updated as well as supporting the community in response to the virus. They have also been kept extremely busy dealing with numerous complaints, FOI requests and other issues from one or two members of the public.

3.3.3 Facilities – The team are supporting community assistance and technical support for remote working, whilst managing facilities, risks and projects.

4. TOWN COUNCIL PROJECTS

4.1 MUSEUM PROJECT – The Town Council Strategy says;

Trowbridge Town Council will; complete the project 'Onwards and Upwards' to expand Trowbridge Museum; secure funding from the NLHF 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 building contractors Beard discussed their final account with the architects and the QS in early August and have reached agreement. This is £49,811 higher than budget for the main contract, but we expect to make savings in other aspects of the project, such as fit-out, window blinds and staff costs. We have also identified an additional cost to resolve issues with the fire alarm system in the stairwells which need to be upgraded and transferred from the old Shires managed system to one connected to our own system. This is costed at £6,000. We have recently been fortunate to receive two grant awards, of around £4,500 each. We have identified some additional storage costs which are Covid related and may be able to claim additional grant for these.

4.2 SPORTS PITCHES PROJECTS – 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 Woodmarsh – TTC owns Woodmarsh Football Ground which sits between Boundary Walk and Axe & Cleaver Lane, North Bradley. It is leased to Trowbridge Town Football Club (TTFC) The council have received £18,644 S106 sports pitch contribution from Newland Homes. This is being managed by the town council for release to TTFC to fund their improvement and development programme.

4.2.2 Doric Park – TTC owns 5 acres alongside Trowbridge Rugby Football Club (TRFC) at Doric Park, Devizes Road, Hilperton. We are progressing development of the land to provide a 3G Artificial Turf Pitch (3GATP), parking, changing rooms, education facilities and gym. The cost will be around £3.2m. A requirement to secure borrowing of £2.2m is anticipated, funded from lettings income, with other funding from S106 (£555,000) and grants (£500,000) including the Football Foundation (£488,908). The planning application, has been submitted: [19/10805/FUL](#) there have been delays due to issues with the application of the Trowbridge Bat Mitigation Strategy since the application was registered which is now for Natural England to determine. We are awaiting approval from the Rugby Club for approval of access and transfer of a small strip of land, in return TTC are providing additional car-parking to TRFC.

4.2.3 Ashton Park – A facility is due to be provided to the west of West Ashton Road with pitches, 6 team changing rooms and carpark. Following consultation with W Ashton and N Bradley PCs TTC are leading discussion with Persimmon, trying to avoid a management company, as is very controversial at Castle Mead.

4.2.4 Elm Grove – The developer is proposing to enhance the Recreation Ground with new play equipment, two new junior football pitches, changing facilities and car parking.

4.2.5 Paxcroft Mead Cricket Ground – When the surgery extension was built on the Cricket Club Seymour practice field, a S106 contribution for cricket was made. WC has now reached an agreement with Wiltshire Cricket so that Trowbridge Cricket Club can take responsibility for upkeep and maintenance.

4.3 PARK STORAGE UNIT PROJECT – The new storage unit was opened at the end of September, as well as the newly opened-up area of Park where the previous storage units were located. As previously reported the project has come in over budget due to the requirement to rebuild the party wall with the Post Office yard and as a result of delays due to the pandemic. The additional cost directly related to the new build is within the contingency allocation. We expect to make savings elsewhere over the year to cover this additional cost.

5. CIVIC & DEMOCRATIC ACTIVITIES

5.1 Calendar of Meetings - Council and committee meetings normally commence at 19:00 on MS Teams. If any member of the public would like to join the meeting and ask questions please e-mail info@trowbridge.gov.uk and you will be sent a link. (There follows a table of meeting dates.)

November	3 rd	Policy & Resources (Q2)
	10 th	Civic Board 14:00
	10 th	Risk & Audit 15:00
	10 th	Town Development
	17 th	Full Council
	24 th	No meeting
December	1 st	Town Development
	8 th	Leisure & Information Services (Budget)
	15 th	Museum (Budget)
	15 th	Neighbourhood Services (Budget)
	22 nd	Town Development
	29 th	No Meeting - Christmas
January	5 th	Policy & Resources (Budget)
	12 th	Town Development
	19 th	Full Council (Precept Setting)
	26 th	No meeting

5.2 Dates for your diary: Weavers Market – Will be back in 2021

Christmas Lights – November, the switch on will take place but there will not be a public event.

5.3 TWINNING - Following the Weekly Briefing on 5th May it was approved that subject to minor amendments to be made by officers the agreement in principle will form the basis of a Service Level Agreement with each of the four Twinning Associations to allow the Council to continue paying an annual grant to each of them and contributing towards twinning activities as per the Grants Policy. We will be progressing this following the disruption caused by the pandemic and approval of the 2021 Grants Policy.

6. TOWN DEVELOPMENT

Committee meets: 10th November, 1st and 22nd December to consider regulatory matters consulted on by WC; planning, listed building and tree applications, road closures, traffic regulation and licensing.

6.1 Commercial/Mixed-use sites

Bowers – held a public consultation on their proposals for a residential led mixed-use development in September 2019. Application expected 2020.

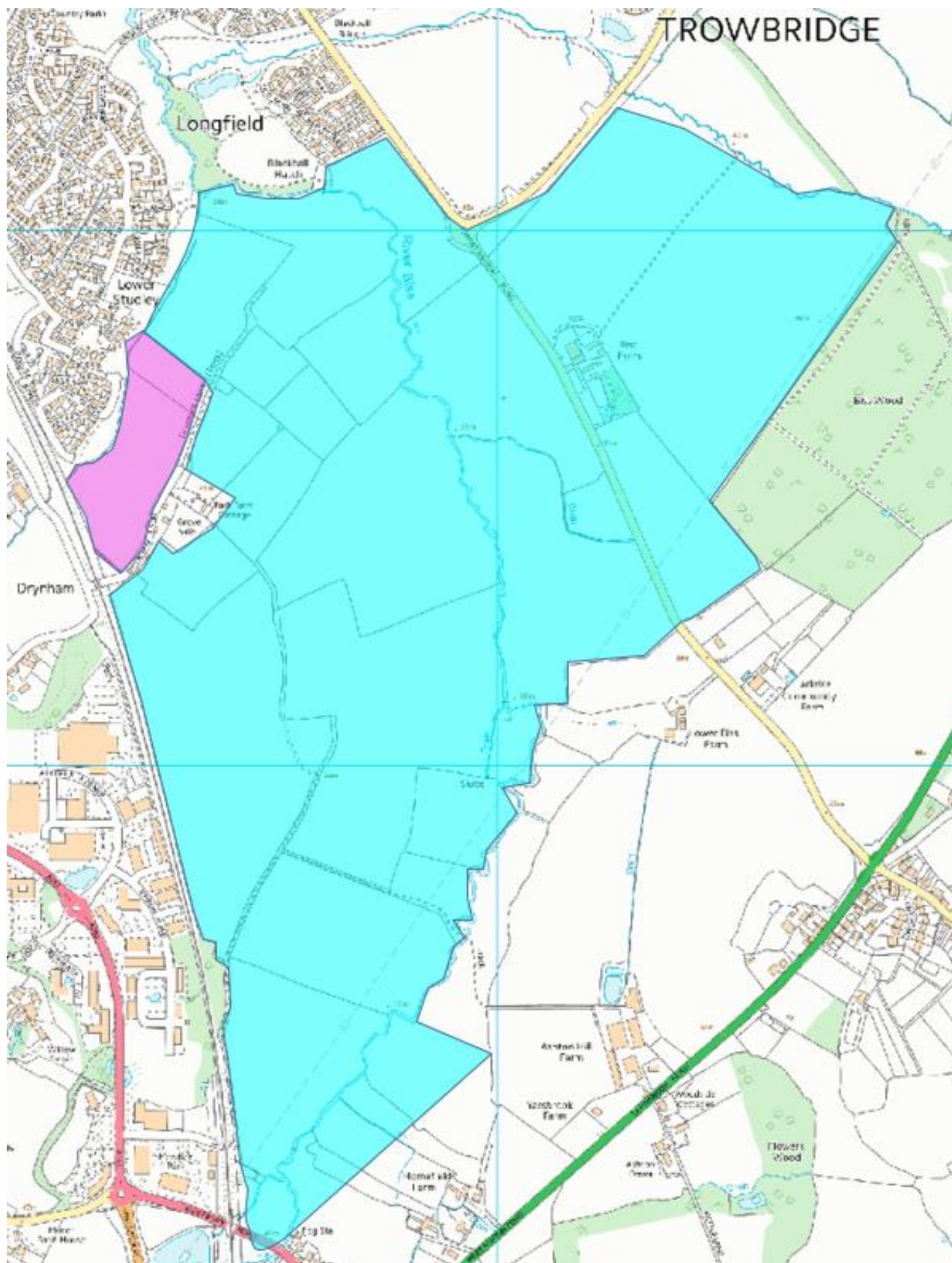
County Hall East – Wiltshire Council are considering options for this site following the decision by Health not to locate the new health facility on this site and its unsuitability for a swimming pool.

6.2 Housing Sites – Some have been 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. (The Persimmon development area is shown in turquoise on the map below.)

Wain Homes applications [16/00547/FUL](#) [17/12509/FUL](#) for up to 121 houses. Concerns about access and the cycling and walking network were raised. A revised application for 91 homes was recently submitted. The Town Council continues to object. (The Wain Homes development area is shown in pink on the map below.)



B. Sites within the settlement boundary

B1. Under Construction

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

Margaret Stancomb– Selwood Housing [18/10554/FUL](#) 21 houses including 3 in the school building.

B2. Permitted

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

McDonogh Court – [18/02099/FUL](#) 15 homes, Polebarn Rd ([19/11802/FUL](#) for 20 homes has been refused) [20/08222/FUL](#) now applied for 18.

Clark's Mill – [19/09388/FUL](#) for conversion to 19 dwellings next to the Town Bridge.

United Church Buildings – 18/03338/FUL & [18/03856/LBC](#) for conversion into 26 apartments, revised application now submitted.

B3. Applications Submitted

Courtfield House – [18/04656/FUL](#) Ashford Homes a revised application for conversion and houses in the grounds has now been submitted. The Town Council has raised objections.

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. The new Trowbridge Care Centre should be open in 2023.

Homefield House – Conversion to 18 residential apartments, previous application withdrawn.

Manvers House – WC disposing of for conversion to 27 flats. www.onthemarket.com/details/7316989/

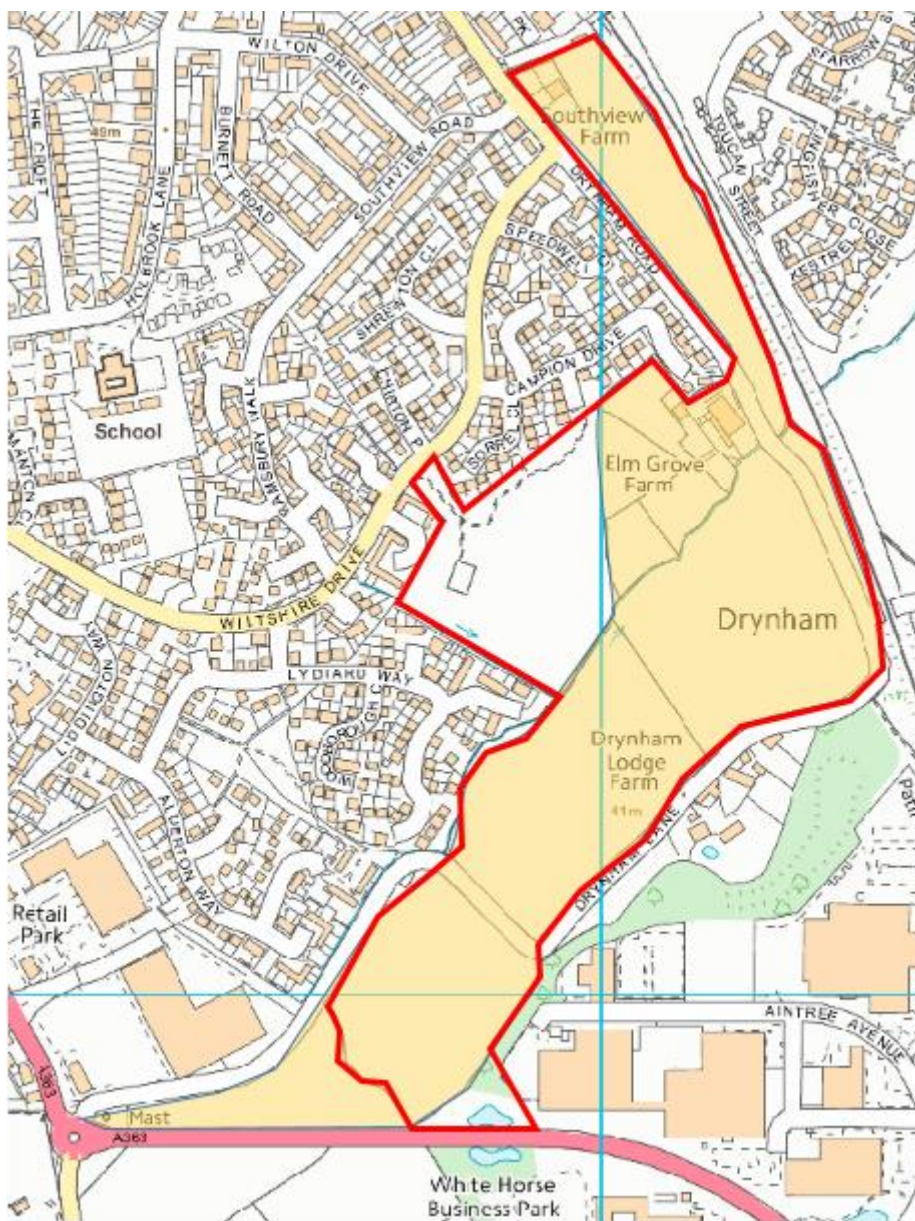
C. Wiltshire Housing Site Allocations Plan (WHSAP) :

Elm Grove Farm H2.1

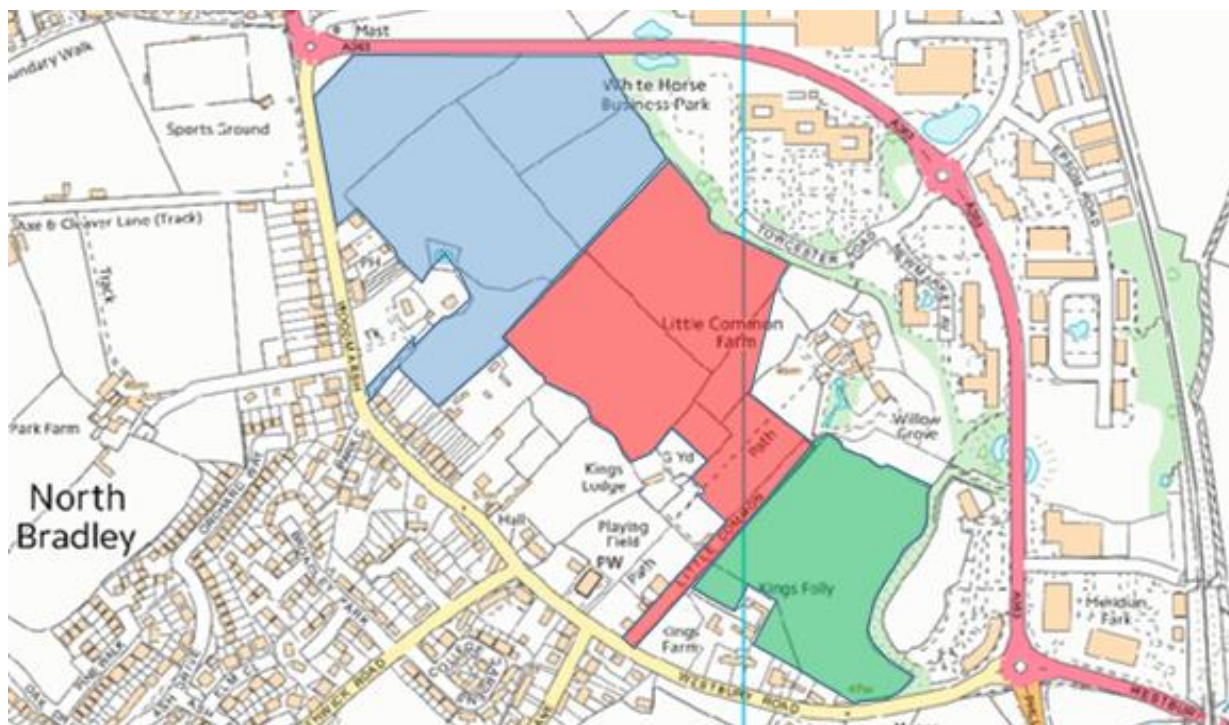
Coulston Estates, are promoting development at Drynham Lane, west of the railway for 260 houses. North Bradley Neighbour'd Plan supports this. An revised application has recently been submitted [19/11459/OUT](#). The town council raised objections to the original application because it did not provide a through route to the A363 as required by the WHSAP policy. The revised application achieves this through a small corner of the White Horse Business Park land. The map shows the development allocation in yellow and the application site in red line. The Elm Grove Recreation Ground (QEII Fields in Trust will be retained, upgraded and expanded. (There follows a map showing site 2.1.)

Land between White Horse Business Park & Woodmarsh H2.2

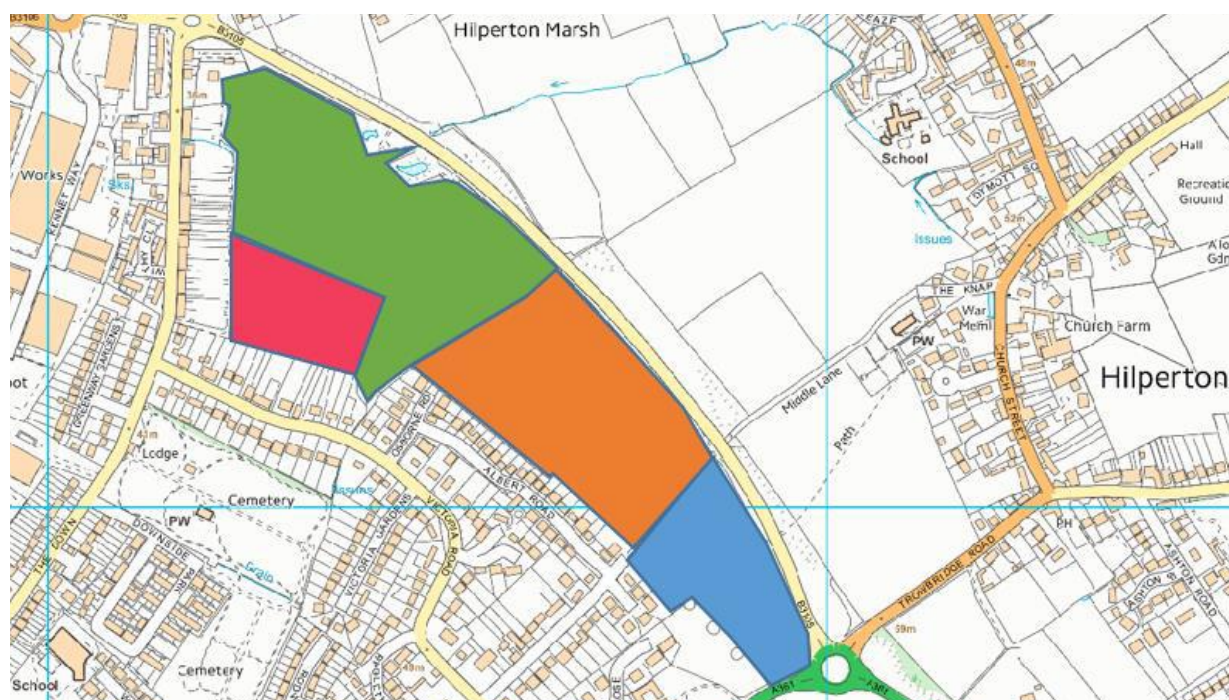
North Bradley Parish, 175 houses. North Bradley Neighbour'd Plan supports part of the site. The Town Council raised concerns related to proposals being contrary to the WHSAP. [20/03641/OUT](#) has been submitted by Castlewood Property Ventures for the blue



part including 100 homes and a 64 bed care home. TTC has raised significant objections. [20/05805/OUT](#) has been submitted by Vistry Homes for the red part for 100 houses which also raised some significant objections. The green part is expected to deliver 50 houses, totalling 250 for the whole site. (There follows a map showing the proposed development at site 2.2.)



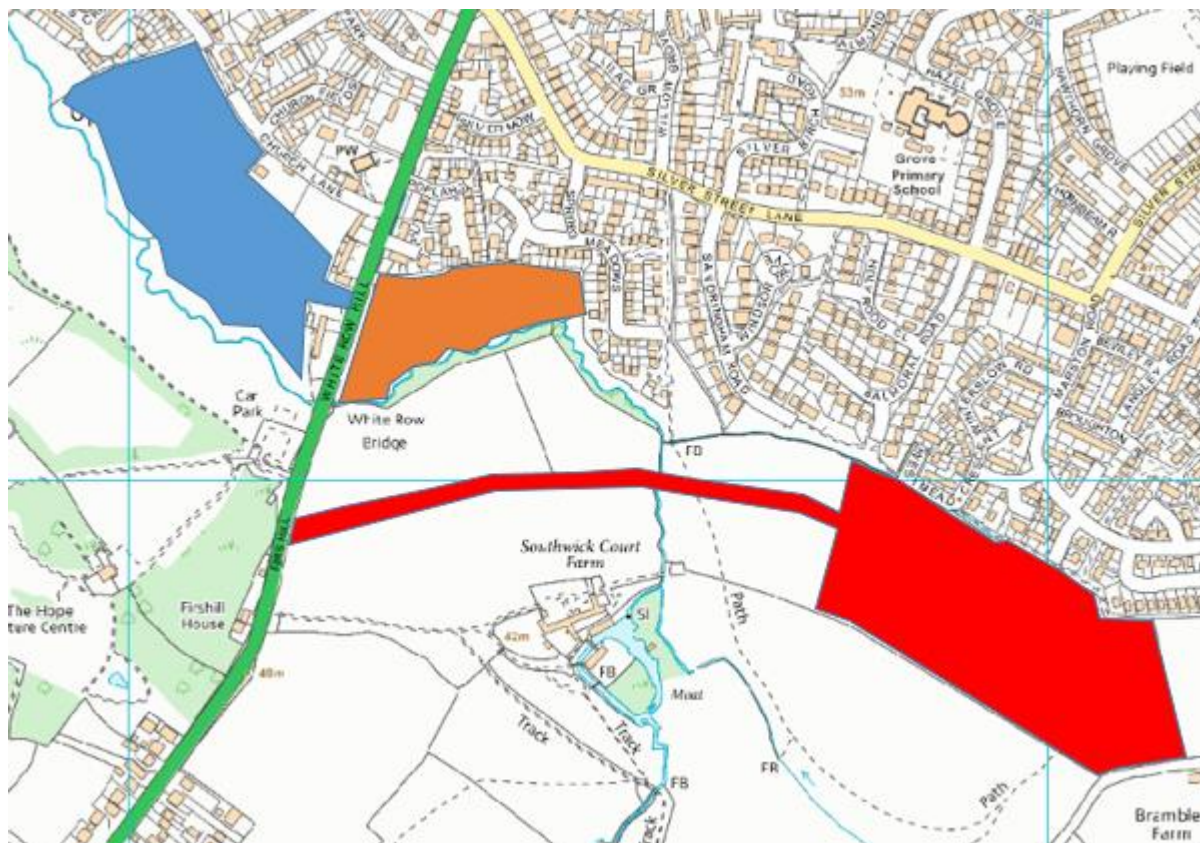
South West of Elizabeth Way (WHSAP H2.3) - All of the developable area is in Hilperton Parish and is on the Trowbridge boundary. The WHSAP allocates 355 houses to the site. Current applications, and estimates suggest that around 500 houses will be permitted. The Blue area is subject to an application [20/07751/FUL](#) from Persimmon for 71 houses. The Green area is subject to a revised application for 170 houses by HGT Developm'ts/ [Framptons 16/00672/OUT](#). The Orange area is subject to a pre-application consultation for 200 houses from Barratt. The Red area has been approved by WC Cabinet for disposal and it is estimated will deliver around 62 houses. The site is supported by Hilperton Neighbourhood Plan. (There follows a map showing the proposed development at site 2.3.)



Church Lane (WHSAP H2.4) – Accessed off Frome Road, 45 houses, outline application [18/10035/OUT](#). This is the blue area on the following map.

Spring Meadows (WHSAP H2.5) – Accessed off Frome Rd; 45 houses, Newland Homes, no application yet, but the town council and local residents have been consulted on a pre-application proposal. This is the orange area on the following map.

Southwick Court (WHSAP H2.6) – In Southwick & North Bradley Parishes. Savills for Waddeton Park promote development between the town and Southwick Court. www.landsouthoftrowbridge.co.uk/ with access off Frome Rd for 180 houses. [20/00379/OUT](#) North Bradley Neighbourhood Plan indicates approval although both North Bradley and Southwick Parish Councils have raised objections. The Town Council raised significant objections at the Town Development Committee meeting on 10th March. This is the red area on the following map. (There follows a map of sites 2.4, 2.5 & 2.6)



D. Sites Discounted by Wiltshire Council

Land South of Green Lane, Castle Mead Extension – Persimmon [16/03420/FUL](#) 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 employment allocation) - Persimmon [17/09961/OUT](#) 267 houses, school, pub and care-home between Leap Gate & W Ashton Rd. The Town Council supports the allocation of this site.

6.3 Wiltshire Local Plan – WC has recently accepted that it cannot fulfil its 5-year land supply requirement and that it is currently around 4.6 years, this will facilitate speculative development proposals.

6.3.1 Housing Sites Allocation Plan (WHSAP) – Wiltshire Council adopted the plan on 25th February, allowing applications in section C above to be determined.

6.3.2 Trowbridge Bat Mitigation Strategy (TBMS) – Wiltshire Council adopted the plan on 25th February, allowing applications in section C above to be determined.

6.3.3 Wiltshire Core Strategy Review – The Town Council considers that in order for Trowbridge to continue to grow in the period 2026 to 2036, without compromising the integrity of neighbouring villages of Hilperton, West Ashton, North Bradley and Southwick, then a review of the Green Belt to the NW & W of the town is required, potentially removing Greenbelt status from areas close to the town. One of the options being considered by WC is to allocate a greater number of new homes in future to smaller settlements such as the villages close to Trowbridge. If there is no likelihood of a Green Belt review, other options such as this will need to be considered. A significant number of new houses could be built to the south of North Bradley and Southwick in conjunction with a bypass from Philips Way to Hoopers Pool, thereby eliminating the need for a Westbury by-pass and stopping the coalescence of these two villages with Trowbridge.

Further development to the east of Hilperton may be considered (in preference to the coalescence of Trowbridge and Hilperton through development between Elizabeth Way and the village), but would probably be detrimental to the sustainable integrity of Trowbridge and its town centre, although an alternative Staverton bridge could potentially be achieved as part of any such development. Wiltshire Council may, as an alternative, need to consider that as a result of the restrictions at Trowbridge, including Green Belt and ecology then a more fundamental redistribution away from the Trowbridge area will need to be considered, either to other towns in the Housing Market Area, such as Westbury or to other Housing Market Areas, including options for new communities at Pewsey or to the south east of Devizes linked to existing and new railway stations. The government is now consulting on changes to the strategic planning system, this may result in delays to the review of the Core Strategy.

6.4 Future High Streets Fund (FHSF) – Wiltshire Council with Inner Circle consultants has submitted the bid to government, following engagement with the community and partners including the town council, for up to £23.7 million. We are expecting a decision shortly.

6.5 Neighbourhood Plans

6.5.1 Trowbridge – The town council will need to consider as part of the review of Council Strategy, whether to pursue a Neighbourhood Plan or not.

6.5.2 North Bradley – Final consultation has been concluded prior to referendum.

6.5.3 Hilperton, Holt and Bradford on Avon – ‘Made’ and form part of the Local Development Plan with the policies given full weight when assessing planning applications that affect land in these areas.

6.5.4 West Ashton – Progressed to Regulation 14 consultation prior to referendum.

6.5.5 Southwick – Recently been subject to consultation.

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

6.6 Planning White Paper – The government has published a consultation document on its intention to change the planning system, introducing a streamlined approach to the strategic plan development timetable as well as improved design criteria. It is suggested that all areas will be zoned as Growth, Renewal & Protect. Wiltshire Council considered its response at a meeting in October and raised a number of concerns. The Town Council will need to consider carefully the zoning in advance of any formal decision, to avoid incorrect zoning by Wiltshire Council. In particular if brown field sites within the existing Settlement Boundary should be classified as Growth to ensure they come forward for redevelopment.

7. TROWBRIDGE PARTNERSHIPS - The Town Council Strategy says:

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

7.1 Trowbridge Future (TF) – Work with partners in other most deprived communities (Studley Green, Seymour/Adcroft & Longfield). Receive a grant from the council, utilise the Cabins at Seymour and Studley Green and operate the Shires Community Hub. Councillors may use the Hub for surgeries, contact tcfa@trowbridge.gov.uk. <http://trowbridgefuture.org.uk/> Wiltshire Councillor Jo Trigg is the Chair.

7.2 David Baker Foundation – The Council is the accountable body. They develop entrepreneurial skills of young people under GOFISH and BOOMERANG. Pat Baker is the Chair. www.gofishteam.co.uk/

7.3. Wiltshire Community Foundation (WCF) - manages Cock Hill Solar Farm Community Fund (£15k/yr). Would be happy to receive grant applications from the Trowbridge area. www.wiltshirecf.org.uk/

7.4 Child Well-being project – both TF and WCF are working on a project for the county’s most deprived communities. The Town Council and other partners are also involved.

7.5 Trowbridge Town Trust – makes grants to individuals and organisations paulvingoe@hotmail.com

7.6 St James’ Trust – makes grants to organisations thetrust@stjamestrowbridge.co.uk

7.7 Chamber of Commerce – www.trowbridgechamber.co.uk/team President is Kez Garner (property owner); Vice President is Pepper Barney (architect). Seeking a Secretary at the next meeting. The Trowbridge Chamber normally would meet on 1st Wednesday of each month at Leykers. The Town Council has been cooperating with the Chamber on their recent Halloween campaign.

7.8 Trowbridge Talking News – service for the visually impaired, TIC is the drop off point. Services have now recommenced. Some officers assist with reading, additional volunteers would be welcome, contact info@trowbridge.gov.uk

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

7.10 Trowbridge Town Hall Trust – operates the Town Hall & Trowbridge Arts. The Council gives them an annual grant. www.trowbridgetownhall.com/ David Lockwood is Director. Cllr Cavill is a Trustee. Rosemary Macdonald is the Chair.

7.11 Wiltshire College – The council partnering with the College to establish new courses at Doric Park.

8. WILTSHIRE

8.1 Wiltshire Council - Trowbridge Area Board, includes the parishes of Hilperton, West Ashton, North Bradley and Southwick. You can view meeting details from the link: [Meeting details](#) . The Community Engagement Manager is Liam.Cripps@wiltshire.gov.uk. Cllr Ernie Clark is the Chair for 2020/21.

8.1.1 Local Youth Network – The LYN Management Group considers grant applications from Youth organisations and makes recommendations to the Area Board, Councillor Palmen is the representative.

8.1.2 CATG – The Community Area Transport Group considers safety improvements with a delegated budget, parish & town councils contribute up to 33%. Councillors and the public can submit requests for consideration for approval by the town council. The Town Clerk can provide the necessary forms.

8.1.3 Speed Indicator Device – The Town Council has received funding of £4888 from the Area Board for a SID to be shared out to a number of locations in each of the five Area parishes, with each parish contributing to installation fees. The device will be managed, maintained and installed by Neighbourhood Services staff at the town council. We have now purchased the SID and arranging installation on Cock Hill.

8.1.4 Waiting Restrictions – The majority of requests from 2011-2017 are being implemented. WC are also assessing the requests related to potential wide area and College Residents' Parking Zones (RPZ).

8.1.5 Free Parking Days - Free parking days have now been reallocated for 2020, to the five Saturdays before Christmas – 21st Nov to 19th December inclusive (except Broad Street). Please note that free parking is available every Saturday all day at County Hall.

8.1.6 Pavement Licences – Wiltshire Council has confirmed that Costa, Starbucks and CoffeeNo1 have long-standing pavement licenses and that no other applications have been received recently following easing of the application process. (NB White Hart Yard is private land). Wiltshire Council is considering whether to formalise any other currently unlicensed seating on the pavement.

8.1.7 Service Delegation & Asset Transfer (SDAT) – The town council has commenced street care using our own sweeper and weed-ripper. The following have already been transferred from WC:

- Town Park (2012)
- Allotments, 3 sites including garages (2013)
- Closed churchyards, 3 sites (2015)
- Grit bins (2017)
- Play areas (2019)
- Bus shelters (2019)

WC wish to commence discussions with Trowbridge in 2020. The following potential transfers have been factored in to the long-term financial plan based on an estimate of around £500,000 per annum revenue costs commencing April 2022. The Town Council would also be interested in delegation of street trading licensing. No funding is available for transferred assets and services. WC has indicated that it is only prepared to undertake further transfers on an all or nothing basis.

- Barrow operative street cleaning service
- Wednesday Market
- Recreation grounds:
 - Stallards including Judo Club, old Innnox Hall site and Bradford Road car-park.
 - Elm Grove
 - Seymour
- Paxcroft Brook open space, including Cricket Ground.
- Biss Meadows
- Litter bins and emptying service
- Grass cutting, tree maintenance and hedge trimming:
- Trowbridge Cemetery

Car-parks are classed as strategic assets by WC and therefore not up for transfer.

8.2 Health Services – Bath & NE Somerset, Swindon & Wiltshire Clinical Commissioning Group (BSWCCG) is responsible for commissioning 'Primary Care' services to people registered with local GPs. Their recent newsletter was circulated to councillors on 16th October.

A range of services including clinics, maternity and minor injuries are provided at 'Trowbridge Hospital'. It is currently proposed that these services will transfer to a new build facility adjacent to the hospital and Trowbridge Health Centre. A planning application has been submitted. [20/03255/OUT](#)

8.2.1 GPs There are two practices in Trowbridge; Lovemead Group Practice (LGP), based at Roundstone Surgery www.roundstonesurgery.co.uk/ and Trowbridge Health Centre (THC) at Seymour and Wingfield Road branch www.trowbridgehealthcentre.com/.

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

8.4 Wiltshire Police – Inspector Andy Fee will be retiring soon. Sergeant Leighton Williams 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.

8.4.1 Rough Sleeping - If anyone is sleeping-rough reports should be made via **StreetLink** which will be passed on to the team at WC. All rough sleepers referred Council are offered a bed for the night and are required to engage with their originating local council. Some of them decide not to accept the offer.

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) – No recent activity of note.

8.7 Enterprise Wiltshire – No meetings recently.

8.8 Market Towns Network – No meetings recently.

8.9 Wiltshire Super Councils Network – Online meetings have been taking place.

8.10 Society of Local Council Clerks (SLCC) – The Council pays the fee for the Clerk to be a member of SLCC, which provides training and advice. The Town Clerk is a Director of SLCC and also a Fellow.

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, July, September and November.

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APPENDIX A Quarter 2 Management Accounts Summary 2020/2021

APPENDIX B 2021/2022 DRAFT budget for Democratic Services, Grants and Resources department.

APPENDIX C Review of Response to COVID 19 Pandemic 22nd October 2021

Management Accounts 2020-2021 Quarter 2 - April to Sept							Trowbridge Town Council					
							Reserves, Unspent Loans and Unspent Grants				Working with the Community	
			Q1 actual	Q2 Actual	YTD budget	variance	Yr budget	01/04/2020	to	from	balance	Notes
Museum	101	exp	43,961	80,378	86,182	5,804	166,709					
		inc	0	9,525	7,506	2,019	20,750					
		net	43,961	70,853	78,676	7,823	145,959					
Museum	102	exp	187,403	231,798	0 -	231,798	314,958	136,782	-	-	136,782	-
PROJECT		inc	187,403	258,019	0	258,019	314,958					Unspent Loan now all allocated
		net	0	(26,221)	0	26,221	-					
Grants	104	exp	16,622	18,044	16,500 -	1,544	18,000					Accrued for Town Hall
PROJECT		inc	0	0	0	-	-					
		net	16,622	18,044	16,500	1,544	18,000					
MUSEUM			60,583	62,676	95,176	32,500	163,959					
Mayor	202	exp	1,022	1,240	5,896	4,656	16,300					
		inc	(70)	0	0	-	4,500					
		net	1,092	1,240	5,896	4,656	11,800					
Information	269	exp	27,423	56,160	70,230	14,070	139,535					
Services		inc	2,106	3,301	19,928 -	16,627	23,450					
		net	25,317	52,859	50,302 -	2,557	116,085					
Leisure	203	exp	40,220	40,220	10,000 -	30,220	10,000					
GRANTS		inc	30,220	30,220	0	30,220	-	-	30,220	-	30,220	-
		net	10,000	10,000	10,000	-	10,000					Grant for MUGAS from WASP and Selwood
Leisure	265	exp	36,440	90,081	293,809	203,728	574,926					
		inc	2,924	10,739	197,940 -	187,201	416,302					
		net	33,516	79,342	95,869	16,527	158,624					
Tennis	267	exp	461	1,622	1,102 -	520	1,900					
		inc	3,463	6,590	4,968	1,622	9,636					
		net	(3,002)	(4,968)	(3,866)	1,102	7,736					
Doric Park	270	exp	16,986	45,008	1,152 -	43,856	2,899,288	452,229	-	-	43,856	408,373
		inc	0	43,856	0	-	2,910,246					Unspent S106 Grant
		net	16,986	1,152	1,152	-	10,958					
Woodmarsh	271	exp	2,607	5,174	5,148 -	26	10,304	11,853	-	-	11,853	Reserve (was S106 Grant)
		inc	2,347	4,614	4,691	77	9,386					
		net	260	560	457	103	918					
Studley Green	272	exp	741	971	744 -	227	1,502					
		inc	972	1,945	1,944	1	3,891					
		net	(231)	(974)	(1,200)	226	2,389					
Trowbridge	274	exp	2	824	23,000	22,176	45,600					
Events		inc	0	264	1,250 -	986	8,250					
		net	2	560	21,750	21,190	37,350					
LEISURE			83,940	139,771	180,360	40,589	313,694					

Democratic	401	exp	76,262	156,445	160,502	4,057	324,940					
		inc	0	0	0	-	-					
		net	76,262	156,445	160,502	4,057	324,940					
Grants	403	exp	19,000	19,000	19,000	-	19,000				Accrued	
		inc	0	0	0	-	-					
		net	19,000	19,000	19,000	-	19,000					
Resources	410	exp	55,509	112,610	117,366	4,756	236,146	146,022	31,250	-	177,272	General Reserves
		inc	155	179	1,548	-	1,369	-	20,000	-	20,000	Reserve for service transfers from WC
		net	55,354	112,431	115,818	3,387	233,046					
P&R			150,616	287,876	295,320	7,444	576,986					
CIL	420	exp	0	2,796	32,750	29,954						
		inc	0	2,796	32,750	-	29,954					
		net	0	0	0	-	-					
P&R			0	0	0	-	-					
CATG Project	504	exp	5,875	10,792	7,548	-	3,244	15,000				
		inc	1,515	6,399	0	6,399	-					
		net	4,360	4,393	7,548	3,155	15,000					
Neighbourhoods	509	exp	6,222	11,593	64,731	53,138	129,478	471	-	-	471	Reserve
Recreational		inc	0	(11,125)	36,738	-	47,863	73,474	11,802	-	11,802	\$106 spent/incorrectly invoiced.
		net	6,222	22,718	27,993	5,275	56,004	-	30,220	-	30,220	Grants for MUGA refurb
Neighbourhoods	518	exp	33,570	84,685	68,652	-	16,033	137,549				
General		inc	4,884	0	3,702	-	3,702	7,400				
		net	28,686	84,685	64,950	19,735	130,149					
Closed	521	exp	829	2,488	3,750	1,262	7,500					
Churchyards		inc	0	0	0	-	-					
		net	829	2,488	3,750	1,262	7,500					
Town Park	524	exp	8,002	19,065	19,368	303	38,740					
		inc	0	0	0	-	-					
		net	8,002	19,065	19,368	303	38,740					
Allotments	525	exp	121	520	492	-	28	991				
		inc	1,753	2,835	3,510	675	7,010					
		net	(1,632)	(2,315)	(3,018)	703	6,019					
Neighbourhoods			46,467	131,034	120,591	10,443	241,374					

Management Accounts 2020-2021 Quarter 2 - April to Sept								Trowbridge Town Council				
								Working with the Community				
								Reserves, Unspent Loans and Unspent Grants				
		Q1 actual	Q2 Actual	YTD budget	variance	Yr budget	01/04/2020	to	from	balance	Notes	
Civic Venue	602	exp	22,445	45,327	188,471	142,823	456,956					
		inc	11,309	23,910	181,000	- 157,090	439,500					
		net	11,136	21,417	7,471	- 13,946	17,456					
Longfield	612	exp	1,721	10,218	20,058	8,308	32,586	8,000	-	-	8,000	Reserve - Longfield Maintenance
		inc	7,599	15,396	25,434	- 10,038	50,874					
		net	(5,878)	(5,178)	(5,376)	- 198	18,288					
CIVIC BOARD			5,258	16,239	2,095	- 14,144	-			832		
Civic Centre Building	701	exp	98,855	217,818	217,578	- 240	435,157	64,645	-	-	64,645	Reserve - Civic Centre heating
		inc	0	0	0	-	-					
		net	98,855	217,818	217,578	- 240	435,157					
Museum Building	705	exp	6,769	8,897	28,102	19,205	56,204					
		inc	0	0	0	-	-					
		net	6,769	8,897	28,102	19,205	56,204					
Park Facilities	710	exp	3,836	85,579	1,047	- 84,532	2,092	233,247	-	-	233,247	Unsepnt Loan - Storage Unit now spent
		inc	0	43,752	2,874	40,878	5,750					
		net	3,836	41,827	(1,827)	- 43,654	3,658					
Facilities General	718	exp	30,074	61,039	87,220	57,146	178,302					
		inc	0	0	10,542	- 10,542	21,085					
		net	30,074	61,039	76,678	15,639	157,217					
Facilities			139,534	329,581	320,531	- 9,050	644,920					
TOTAL			486,398	967,177	1,014,073	46,896	1,940,101					

Policy & Resources Budget 2020-2021		DONE 16/10		Printed	27 October 2020	
401	Democratic	Actual To Sept 19 (half year)	Actual To Sept 20 (half year)	Actuals Last year 2019/2020	Budget approved 2020/2021	Budget proposal 2021/2022
	EXPENDITURE					
4001	Staff-Salaries	£109,784	£113,111	£221,613	£233,239	£238,252
4002	Staff-National Insurance	£11,686	£12,342	£23,789	£25,302	£25,947
4003	Pension	£20,756	£23,724	£42,306	£48,280	£44,530
4008	Staff-Training & Development	£449	£2,907	£1,143	£895	£865
4009	Staff-Travelling Expenses	£87	£15	£98	£448	£433
4018	Investors In People	£5,210	£187	£5,325	£1,000	£1,000
4024	Subscriptions	£2,609	£2,185	£5,308	£5,100	£5,500
4028	Books and Publicatons	£12	£0	£26	£175	£175
4055	Accountancy Services	£1,625	£1,335	£4,988	£5,000	£5,000
4057	External Audit	£400	£0	£3,200	£2,800	£3,200
4064	Internal Audit	£540	£640	£1,500	£2,100	£1,700
4291	Members Expenses	£0	£0	£17,644	£100	£600
4292	Members Training	£0	£0	£65	£500	£500
	Sub Total Expenditure	£153,158	£156,446	£327,005	£324,939	£327,702
	INCOME					
1009	Income - Other	£0	£0	£0	£0	£0
	Sub Total Income	£0	£0	£0	£0	£0
401	Net budgeted cost (Democratic)	£153,158	£156,446	£327,005	£324,939	£327,702

		Actual To Sept 19 (half year)	Actual To Sept 20 (half year)	Actuals Last year 2019/2020	Budget approved 2020/2021	Budget proposal 2021/2022
403	Grants					
	EXPENDITURE					
4701	Grants General	£8,930	£500	£8,930	£10,000	£10,750
4702	Grants Core Funded	£9,000	£0	£9,000	£9,500	£10,000
	Sub Total Expenditure	£17,930	£500	£17,930	£19,500	£20,750
	INCOME					
1009	Income - Other	£0	£0	£0	£0	£0
	Sub Total Income	£0	£0	£0	£0	£0
403	Net budgeted cost (Grants)	£17,930	£500	£17,930	£19,500	£20,750

		Actual To Sept 19 (half year)	Actual To Sept 20 (half year)	Actuals Last year 2019/2020	Budget approved 2020/2021	Budget proposal 2021/2022
410	Resources					
	EXPENDITURE					
4001	Staff - Salaries	£46,744	£46,131	£91,356	£96,612	£96,924
4002	Staff - National Insurance	£2,207	£3,667	£5,146	£8,568	£8,611
4003	Pension	£7,958	£9,549	£16,982	£19,998	£19,094
4008	Staff - Training & Development	£235	£313	£745	£2,555	£520
4009	Staff - Travelling Expenses	£36	£0	£184	£278	£260
4020	Miscellaneous Expenses	£42	£0	£42	£0	£0
4023	Stationery	£1,272	£386	£2,046	£2,000	£1,000
4025	Insurance	£1,415	£1,250	£2,993	£3,634	£3,200
4052	Bank Charges	£69	£64	£69	£0	£0
4950	Contribution to reserves* (see summary)		£31,250			
4951	Contribution to WC asset transfer reserves* (see summary)		£20,000			
	Sub Total Expenditure	£59,978	£112,610	£119,563	£133,645	£129,609
	INCOME					
1001	Grants		£0	£0		
1009	Income Other	£0	£0	£0	(£100)	(£100)
1176	Inc-Precept (see summary)		(£994,721)			
1191	Income - Bank Interest	(£1,610)	(£179)	(£2,518)	(£3,000)	(£3,000)
	Sub Total Income	(£1,610)	(£994,900)	(£2,518)	(£3,100)	(£3,100)
410	Net budgeted cost (Resources)	£58,368	(£882,290)	£117,045	£130,545	£126,509

401	Net budgeted cost (Democratic)	£153,158	£156,446	£327,005	£324,939	£327,702
403	Net budgeted cost (Grants)	£17,930	£500	£17,930	£19,500	£20,750
410	Net budgeted cost (Resources)	£58,368	(£882,290)	£117,045	£130,545	£126,509
400	POLICY & RESOURCES	£229,456	(£725,344)	£461,980	£474,984	£474,961
		Cum Actuals	Cum Actuals	Actuals	Budget	Budget
420	Community Infrastructure Levy	To Sept 19	To Sept 19	Last year	Proposal	Proposal
				2018/2019	2020/2021	2020/2021
	EXPENDITURE					
	Transfer to CIL reserve	£0	£2,796	£0	£0	£0
4128	CIL transfer to projects	£51,484	£0	£84,619	£65,500	£65,500
	Sub Total Expenditure	£51,484	£2,796	£84,619	£65,500	£65,500
	INCOME					
1107	Inc-CIL receipts (@15%) (excl from budget)	(£51,484)	(£2,796)	(£84,619)	(£65,500)	(£65,500)
	Sub Total Income	(£51,484)	(£2,796)	(£84,619)	(£65,500)	(£65,500)
420	Net budgeted cost (CIL)	£0	£0	£0	£0	£0

	RESERVES BROUGHT FORWARD					
	<i>CIL reserve</i>		£0	£0	£0	£0
	<i>Transfers from Wiltshire Council Fund</i>			£0	£0	£40,000
	General Reserves Fund		£146,002	£99,273	£146,002	£208,502
	sub-total		£146,002	£99,273	£146,002	£248,502
	RESERVES EXPENDITURE					
	<i>Contribution from reserves</i>		£0	£0	£0	£0
	RESERVES INCOME					
2950	<i>Contribution to reserves*</i>		£51,250	£46,729	£102,500	£162,500
	Net change in reserves		£51,250	£46,729	£102,500	£162,500
	RESERVES BALANCE CARRIED FORWARD		£197,252	£146,002	£248,502	£411,002

What went well

1. Quick decisions on community support
2. Central point of contact (Customer Service team)
3. Staff were willing to help and be adaptable
4. Welfare calls to staff
5. Home working established
6. Councillors adapted to virtual meetings well
7. Financial stability maintained
8. Social media well used
9. Community bottom -up volunteering initiatives in the town
10. Quick to adapt to new technology
11. Got the message out to the community

What could have been better

1. IT adaptability for home working could have been better
2. Internal communications with staff (not just welfare, but job roles & responsibilities, what's happening, who's doing what)
3. Use of a third-party charity to co-ordinate volunteers (Devizes model)
4. Messaging community (other than social media) leafleting/ facebook advertising/Radio?
5. Co-ordination of risk assessments to eliminate conflicts
6. Government guidance on furlough scheme and risk assessments was confusing
7. Co-ordination with WC
8. Unable to use furloughed staff as volunteers for community assistance. In future set up third party organisation to coordinate volunteers in addition to council, which would remain as central contact point.
9. Ensuring the burden is shared amongst staff.

What will we do if another lock-down declared

1. Much the same:
 - a. Delegate Council governance to Clerk of Council, consulting Leader of the Council
 - b. Central control point with shared cascade of responsibilities.
 - c. Financial: Check cash flow
 - d. Improve Staff internal communication

What Actions would help in another emergency situation

1. Prepare a simple Business continuity Procedure. To clarify roles and responsibilities
2. Have a third -party town voluntary organisation to manage community support
3. Have an umbrella organisation with ability to communicate with volunteer organisations
4. Decide on level of resources required and parts of “ the day” job that could continue
5. Planned organisation for effective home working
6. Have suitable IT provision for remote working

Immediate Actions

1. Thank you to Staff
2. Circulate review for comment
3. Consider actions for 2021/2022 budget

Attendees: Cllr Antonio Piazza, Cllr Steve Oldrieve, Hayley Bell, Juliet Weimar, Lance Allan
Notes summarised by Steve Oldrieve 27/10/2020