

## Town Clerk's Report to Policy & Resources Committee 6<sup>th</sup> November 2018

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.

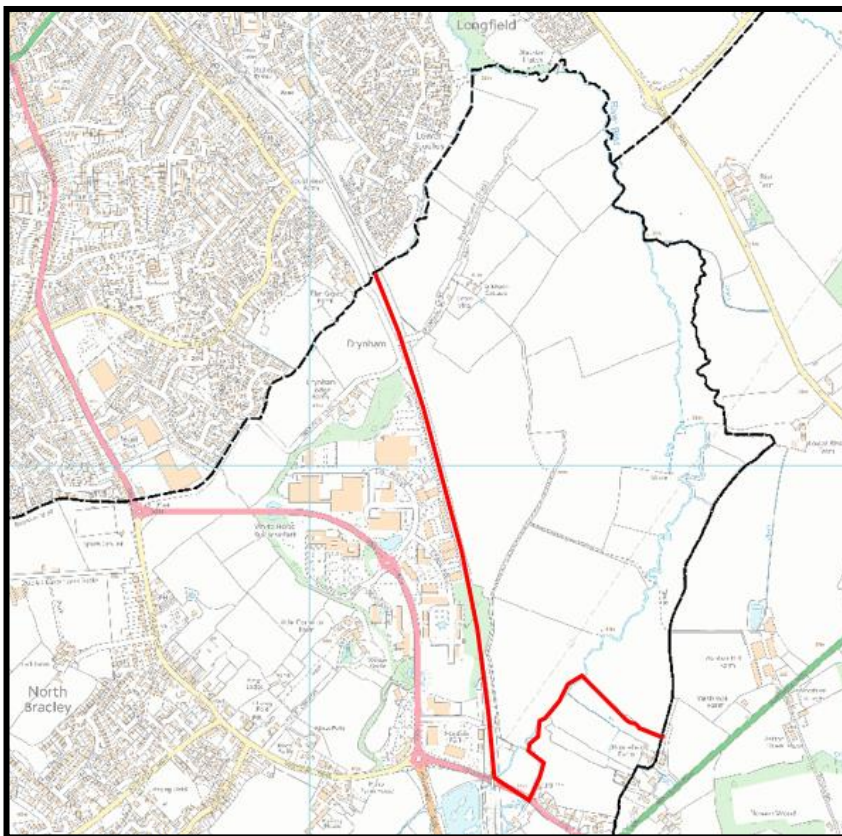
### **POLICY**

**1.1 Review of Wiltshire Council Electoral Divisions** – The Local Government Boundary Committee for England (LGBCE) is reviewing the electoral arrangements for Wiltshire Council. The LGBCE is minded that Wiltshire Council should retain 98 councillors. The initial consultation ran 28<sup>th</sup> August to 5<sup>th</sup> November. The Town Council considered the Town Clerk's recommendation at its meeting on Tuesday 18<sup>th</sup> September and approved it as the basis for the Trowbridge Town Council response to the LGBCE initial consultation. Further consultation on the draft warding proposals will be ongoing when the March 2019 meeting of the Policy & Resources Committee is held.

The Town Council is proposing a 98-member arrangement for the whole Wiltshire Council area so that it can be sure that its proposals for the Trowbridge area and for the town are robust. In the Trowbridge Area the proposal is based upon retaining the integrity of the town boundary as the basis for seven electoral divisions and therefore seven wards for the town council. In the Community Area the proposal is for three further electoral divisions:

- Hilperton
- Southwick and most of North Bradley
- The Ashton Park area of North Bradley with the parishes of West Ashton, Steeple Ashton, Great Hinton, Semington, Keevil and Bulkington.

The warding arrangement for North Bradley Parish is proposed as per the diagram shown here:



**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 7)** - The following are presented for approval in November:

- a) Accident & Near Miss
- b) Grievance Procedure – JW
- c) Leavers procedure - JW
- d) Recruitment Procedure - JW
- e) Smoking Policy
- f) Whistle Blowing – LA
- g) Work Life Balance/Flexible Working/Home Working (combined into one policy)

**1.3.1 Vehicle Policy** - Following a deferral from the last meeting, this policy is still under review in respect of the possible inclusion of drug and alcohol testing. It is proposed that any amendment in respect of drug and alcohol testing is inserted in the town council’s Drug & Alcohol Misuse Policy, with specific cross referencing to the Vehicle Policy. In view of this the committee is asked to consider the following

**RECOMMENDATION to adopt the Vehicle Policy in its current format, subject to a cross reference to the Drug & Alcohol Misuse Policy, in respect of possible drug and alcohol testing.**

**1.4 Bath Clean Air Zone.** – Bath & North East Somerset Council is currently consulting on the proposal to introduce a clean air charging zone in Bath City Centre which would include the junction of the A36 and A4 to the north of Cleveland Bridge, such that older vehicles not meeting more stringent emissions criteria would be charged a daily fee. A detailed briefing from Wiltshire Council has been circulated with this report, this indicates that the number of vehicles impacted by the charge will be minimal and that the likelihood of vehicles finding alternative routes via Bradford on Avon and Staverton would be negligible.

**1.5 FAIRTRADE (AGENDA ITEM 14)** – To consider the renewal 3-year Action Plan 2019-2021 to ensure Trowbridge maintains its Fairtrade Town accreditation.

**RECOMMENDATION: That Trowbridge Town Council adopts the renewal of the 3-year action plan for Fairtrade to maintain the town’s Fairtrade Town status.**

**1.6 MARKETS (AGENDA ITEM 8)** – To consider a proposal that the Town Council supports, through its powers to hold markets, under the Food Act 1984 as amended by the Food Safety Act 1990 and in accordance with the adopted Markets Policy, the establishment of a monthly market on one Saturday each month. Cllr Palmen to report.

**RECOMMENDATION: That Trowbridge Town Council supports in principle the proposal to establish a monthly Saturday Market in Trowbridge and works with those promoting the proposal to progress towards implementation.**

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

**2.1 Financial Resources**

**2.1.1 Accounts (AGENDA ITEM 18)** - **The Council produces quarterly accounts (April-June, July-Sept, Oct-Dec & Jan-March), reported to each spending committee and collectively to the Policy & Resources Committee.** The second quarter accounts for 2018/19 are presented to this committee for consideration.

**Policy & Resources 2<sup>nd</sup> Quarter Accounts (July ‘18 – Sept ‘18)**

The following figures exclude precept income but include CIL income.

|                          | Actual<br>£’000 | Budget<br>£’000 | Variance<br>£’000 |
|--------------------------|-----------------|-----------------|-------------------|
| <b>Gross Expenditure</b> | <b>203</b>      | <b>208</b>      | <b>5</b>          |
| <b>Income</b>            | <b>25</b>       | <b>30</b>       | <b>(5)</b>        |
| <b>Net Expenditure</b>   | <b>86</b>       | <b>96</b>       | <b>0</b>          |

Notes: The fee for the 2017/18 External Audit was accrued at the end of 2017/18. The fee for 2018/19 will be accrued at the end of the financial year to pay the fees in 2019 when the external Audit is completed.

The draft results for the other committees are available for consideration along with a summary of all departments. This shows an overspend for the council to the end of the second quarter of over £50k. This includes the costs of the management restructure which were incurred in the first quarter, spend on the Bandstand project and the Doric Park which will both be recovered from S106 funding, Additional grant award to the Trowbridge Town Hall Trust and refurbishment works to the Civic Foyer. Together these total more than the overspend and will be recovered through phasing of the budget or future income.

**2.1.2 Risk & Audit Panel (AGENDA ITEM 16)** – The Panel met on 30<sup>th</sup> October. The notes of the meeting are circulated separately.

**RECOMMENDATION:** That the Council approves a 50/50 split on the insurance claim and liability with respect to the drains on the boundary between the Town Park and Castle Place Shopping Centre for the outstanding claim and seeks to reach an agreement on any future liability and ownership of the drains.

**2.1.3 Grants – (AGENDA ITEM 19) The Council adopts a Grants Policy annually, including consideration of previously approved and new Core Grants applications.**

**To consider** a recommendation from the Policy & Resources Committee meeting held on 26<sup>th</sup> June 2018 to consider in the Budget for 2019/20 the following additional Core Grant requests:

- a) Cyber Café for disabled people (Disabled online)
- b) Back on Track Stroke Rehab Service
- c) Wiltshire Mind

**Grants Policy – to defer the review and adoption of the Grants Policy for 2019/20 until the next Policy & Resources meeting on 8<sup>th</sup> January 2019.**

**2.1.4 DRAFT BUDGET 2019/20 (AGENDA ITEM 20)** (to follow).

**To consider** this committee's draft Budget for 2019/20.

**To consider the preparations for the 2019/20 budget for the Council as a whole.**

**Council Tax Base** – This is expressed as 'Band D' equivalents, any changes account for new houses built in the past year, single person discounts and other adjusting factors, the draft figure is due to be published in the first week of November.

**Inflation** – September Consumer Prices Index (CPI) was +2.2% and Retail Prices Index (RPI) was +3.3%.

**Excessive Council Tax Increases, Referendum Principles** – The government has confirmed it will not extend these to Parish & Town Councils in 2018, 2019 or 2020. Localisation of Council Tax Support Grant – Wiltshire Council does not pass on any of this on to town and parish councils, ensuring we are financially independent.

**Community Infrastructure Levy** – Around £45k will be received this year against the budget of £58,077. Based upon 50% of the pipeline of new developments being delivered in 2019/20 we will include £65,000 in the budget which off-sets our expenditure and therefore reduces the precept requirement.

**Salary Award** – The employers and unions agreed last year a two-year deal, including a restructure of the salary scales in the lower half, a 2% increase on all grades and higher increases for lower grades. This has a significant impact on departments employing the most people, such as Leisure Services, where we have not been able to keep costs within the current year net-cost envelope.

We anticipate being able to keep the Council Tax increase below the government's £5.00 threshold.

## 2.2 Human Resources

### 2.2.1 New Starters:

- Martha Drane, starting as a Sports Coach on 1<sup>st</sup> November
- Megan Trollope, starting as a Sports Coach on 1<sup>st</sup> November
- Laura Grey, starting as a Customer Service Advisor on 1<sup>st</sup> December

### 2.2.2 Staff Changes

- Georgia Shanahan was appointed Accounting Officer, following completion of her apprenticeship on 1<sup>st</sup> September.
- Ben Deadman is joining the TIC team as a full time Customer Service Advisor from 1<sup>st</sup> December

### 2.2.3 Leavers

- Penny Taylor – left on 9<sup>th</sup> October
- Emy-Louise Cox- leave date is 10<sup>th</sup> November

- Richard Riley, Facilities Support Officer leaves on 25<sup>th</sup> November. Recruitment will start for his position in the near future.

There are no current recruitment vacancies.

### 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 Head of Service: Cultural and Neighbourhoods, Clare Lyall

Full updates will be available in the reports to committees which both meet on 11<sup>th</sup> December 2018.

**3.1.1 MUSEUM** – The award-winning museum located in the Shires Shopping Centre tells the story of west of England woollen cloth manufacturing and its influence on the town. We work closely with The Friends of Trowbridge Museum and in partnership with other cultural organisations including Town Hall Arts and Drawing Projects at Bridge House to develop cultural aspects of the community. The Museum closed in June for two years for the expansion project to be implemented.

**3.1.2 NEIGHBOURHOODS** – Our Neighbourhoods team look after play areas, recreation grounds and support the activities of Wiltshire Council in looking after our streets.

#### 3.2 VENUE SERVICES – Delegated to Head of Service: Resources & Venues, Juliet Weimar.

**3.2.1 CIVIC BOARD** - The Board (which reports to the Policy & Resources Committee) is due to meet on 20<sup>th</sup> November 2018. It is responsible for overseeing the commercial operation of The Civic.

#### 3.2.2 CONCESSIONARY TICKETS FOR CARERS & THE DISABLED (AGENDA ITEM 9) -

We have received a request from Cath Pilling of Friends Link, to reconsider making available concessionary tickets for Carers and the disabled at events held at the Civic. Whilst we have the ability to discount tickets for our 'Own Events' at the discretion of The Civic Manager, when external promoters book The Civic they pay for the hire of the hall and full capacity seating, therefore we have no authority to be able to discount or compliment any tickets for their events; this decision would lie solely with the promoters.

**RECOMMENDATION** that Friends Link continue to discuss their requirements with The Civic Manager in respect of discounts available for our 'Own Events' and suggest that they consider applying in writing directly to the promoters, requesting concessionary tickets for carers and the disabled.

**3.3 LEISURE & INFORMATION SERVICES – Delegated to Head of Service: Leisure & Facilities, Hayley Bell.** A full update will be circulated in the Head of Service report to committee for meeting on 27<sup>th</sup> November.

#### 3.3.1 ACTIVE TROWBRIDGE

#### 3.3.2 INFORMATION SERVICES

#### 3.3.3 FACILITIES

### 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 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 first half of the loan for the Museum was advanced to the Town Council on Tuesday 30<sup>th</sup> October. This £450,000 is on a fixed interest rate of 2.63% payable over 25 years. Repayments are due on 30<sup>th</sup> April and 30<sup>th</sup> October each year from 2019 onwards and will be £12,337.64 each six months, making an annual total of £24,675.28 – less than the budget figure of £25,000 for half of the loan. The second half will be taken during 2019/2020. If the interest rate for the second half increases to 2.69% the overall repayments will be in line with the budget of £50,000 per annum.



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. The Museum is closed and packing, transporting and storage of the collection is now complete prior to construction works being tendered and commencing in 2019. 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 now progressing the development of the land at Doric Park to provide an all-weather pitch, car-parking, changing rooms and possibly squash courts (in conjunction with Trowbridge Squash Rackets Club). Other funding is available from S106 and grants such as the Football Foundation and the Rugby Football Union. Framework consultants RLF and QMP are detailing proposals and we have engaged Carter Jonas as our agents. We will now seek to negotiate an agreement with the Rugby Club on access and land transfer prior to submitting a planning application.

**4.2.2 GRASS PITCH DEVELOPMENT - ASHTON PARK (AGENDA ITEM 10)** - Following consultation by Wiltshire Council's Leisure & Play Strategy Officer, Colin Brown, with West Ashton PC and North Bradley PC about future management and maintenance of proposed sports pitches, changing accommodation and car-park at Ashton Park, it is uncertain when the facilities will be constructed. Whilst both parishes wish to be involved in negotiations they are happy to let Trowbridge TC lead and make a decision on which council will take up the mantle later in the process, rather than a Management Company taking on this role. The facility is due to be located on the West side of the West Ashton Road and will be provided by the developer with additional maintenance funding.

**RECOMMENDATION:** That Trowbridge Town Council offer to be the lead local council and transferee in any negotiations with the developer with regards to a Section 106 agreement relating to the provision of grass pitches, changing rooms, car-parking and associated infrastructure as part of the Ashton Park development, in conjunction with West Ashton Parish Council and North Bradley Parish Council. And, as a result the Town Council enters into an agreement with West Ashton Parish Council and North Bradley Parish Council which ensures that the other two councils are fully involved in and consulted, with in regards to the S106 agreement and any subsequent arrangements for the management and use of the sports facility and any agreements to hire, lease, licence or dispose of the facility for a period not exceeding 30 years from transfer or until the facility is no longer located within the boundaries of the other parishes, whichever is the sooner.

**4.3 Town Park – Refurbishment of Tennis Courts** – Main works were completed in 2017, with a new two-tone green and fencing. We have now obtained planning permission for the new low energy floodlights which will be installed using further S106 funding during 2018/19.

**4.4 St George's Works** – Gaiger Bros. subsidiary Tresco Ltd are developing 30 residential apartments. The application also includes a new town park storage facility and access gates from the Post Office Access Road. When completed next year the town council will be able to build its new storage facility. Full Council confirmed that it wishes to seek borrowing approval for up to £300,000 towards the project, at an annual cost of around £15,000 (which was the previous budget annual expenditure on our storage facility at St George's Works). The developer is making a contribution of £43,752.35 via a S106 agreement and the development will generate around £13,000 of Community Infrastructure Levy.

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

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

|                                   |                                |                        |
|-----------------------------------|--------------------------------|------------------------|
| Tuesday 13 <sup>th</sup> November | Town Development               |                        |
| Tuesday 20 <sup>th</sup> November | Full Council                   |                        |
| Tuesday 27 <sup>th</sup> November | Leisure & Information Services |                        |
| Tuesday 4 <sup>th</sup> December  | Town Development               |                        |
| Tuesday 11 <sup>th</sup> December | Museum (6.30pm)                | Neighbourhoods (7pm)   |
| Tuesday 18 <sup>th</sup> December | Town Hall T&F (6pm)            | Town Development (7pm) |
| Tuesday 25 <sup>th</sup> December | CHRISTMAS HOLIDAY              |                        |
| Tuesday 1 <sup>st</sup> January   | NEW YEAR                       |                        |

**5.2 Dates for your diary:** Remembrance Sunday – Sunday 11<sup>th</sup> November 2018

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

**5.3.1 Leer** in Ostfriesland, Germany – Town Crier; Trevor Heeks, Doug Ross and Roger Newman attended the Ostfrieslandschau with an ‘English Pub’ selling local beer. Trevor and Doug returned a few days later with 27 twinning association members, including the Mayor, on a 5-day visit, enjoying the hospitality extended to them for the 510<sup>th</sup> Gallimarkt. Discussions were held with regard to the 30<sup>th</sup> anniversary of the twinning and a delegation from Leer visiting Trowbridge next summer.

**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 13<sup>th</sup> November, 4<sup>th</sup> & 18<sup>th</sup> December 2018.

**The committee considers all regulatory matters consulted on by Wiltshire Council including planning, listed building and tree applications, road closure, traffic regulation orders and licensing matters.**

**6.1 Trowbridge Neighbourhood Plan – (AGENDA ITEM 11)** – The Steering Group met on 2<sup>nd</sup> October and Graham Hill was appointed as its Chair. The Group considered progress so far and the priorities for further work at this stage. Armour Heritage Ltd is undertaking a Heritage Appraisal at a cost of £3725 as agreed at the Council meeting on 18<sup>th</sup> September 2018. Initial Public Consultation commenced on Saturday 8<sup>th</sup> September at the Carnival Country Fayre in the Town Park and at the same time the questionnaire was released on Survey Monkey. The consultation period closes on 9<sup>th</sup> November and has also included a session at the Market in Fore Street on 31<sup>st</sup> October. We have also circulated links to the 800 people on our circulation list, in the newsletter and via Social Media.

The Steering Group met again on 23<sup>rd</sup> October and it was reported to the Group that the consultant who had been working with us to develop the plan – David King from Planning Street had decided not to pursue the work with Trowbridge beyond this first phase. The Group also considered the latest information from Wiltshire Council about how best the plan for Trowbridge could proceed in order to achieve a robust long-term plan for the town. As a result, the Steering Group makes the following RECOMMENDATION to the Policy & Resources Committee:

**RECOMMENDATION: That the Steering Group recommends the Policy & Resources Committee of the town council that we do not commence any further stages of the Trowbridge Neighbourhood Plan until the Steering Group has been able to reflect on the progress so far, completed the work on the Scoping Report, including the Conservation Area Appraisal and the Housing Needs Analysis and also completed the first phase community engagement. And that consideration is given to recommencing the NP in line with the timescale for the review of the Wiltshire Local Plan for the period up to 2036 to ensure that the NP for Trowbridge is robust, meaningful and serves the community for a significant period.**

The Steering Group also met with representatives from other parishes on 23<sup>rd</sup> October and decided to continue such joint discussions in future.

**6.2 Housing Sites Allocation Plan (HSAP) (AGENDA ITEM 12)** – The Planning Inspector, Steven Lee has requested that Wiltshire Council undertake a further period of consultation on the Proposed Changes to the HSAP which were approved by Wiltshire Council on 10<sup>th</sup> July. The consultation commenced on 27<sup>th</sup> September and runs until 9<sup>th</sup> November. The Proposed Changes included minor revisions to the Settlement Boundary to include the amenity space between Lambrok Road and Lambrok Brook and between Sandringham Road and the town boundary as being associated with the urban area. These are not controversial. The Proposed Changes also increased allocations at; H2.1 Elm Grove Farm from 200 to 250 dwellings; H2.2 Land off the A363 at White Horse Business Park from 150 to 175 dwellings; H2.3 Elizabeth Way from 205 to 355 dwellings; and Upper Studley from 20 to 45 dwellings.

The Town Council is not opposed to the development of Elm Grove Farm and Upper Studley. The Town Council is opposed to the developments at Land off the A363 and at Elizabeth Way.

**RECOMMENDATION: That Trowbridge Town Council responds to the consultation on the Proposed Changes to the Housing Sites Allocation Plan of Wiltshire Council as follows: Trowbridge Town Council does not support the proposed allocation at Southwick Court nor the following sites, all of which are contrary to the Wiltshire Core Strategy:**

|   |            |
|---|------------|
| <b>H2.3 Elizabeth Way</b>                                   | <b>355</b> |
| <b>H 2.2 Land off the A363 at White Horse Business Park</b> | <b>175</b> |

**And is equally opposed to the increased allocation at the above two sites as per the Proposed Changes PC51, PC55 and PC60. The Wiltshire Core Strategy says at paragraph 5.150 page 181.**

- it is recognised that the villages surrounding Trowbridge, particularly Hilperton, Southwick North Bradley and West Ashton, have separate and distinct identities as villages. Open countryside should be maintained to protect the character and identity of these villages as separate communities. The local communities may wish to consider this matter in more detail in any future community-led neighbourhood planning

**Trowbridge Town Council agrees that open countryside should be maintained and contends that the now proposed ‘strategic landscape buffer between Trowbridge and the village of North Bradley’ (PC60) will fail to maintain open countryside and is therefore unsound.**

**6.3 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. The Town Clerk, Cllr Oldrieve and representatives from the Steering Group attended a meeting at County Hall to discuss the next stage on Monday 29<sup>th</sup> October.

## 6.4 Other Neighbourhood Plans

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

**6.4.2 Hilperton** – Referendum due to be held on Thursday 1<sup>st</sup> November, following Regulation 14 consultation.

**6.4.3 North Bradley and West Ashton** – Are both awaiting confirmation from Wiltshire Council before they can progress to Regulation 14 consultation and referendum.

**6.4.4 Southwick** has been designated as Neighbourhood Plan area.

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

## 6.5 Development Sites

### 6.5.1 Commercial/Mixed-use sites

**Bowers** – [www.innoxmills.co.uk](http://www.innoxmills.co.uk) are close to agreement with a developer with a track record of developing mixed use sites including significant residential and expect to make an application in 2018. The town council supports at least 300 houses on this site.

**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)

**6.5.2 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, facilities, schools and A350 improvement was permitted in April.

**Southview Park** - Wain Homes development complete, except 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

**Charterhouse** - [McCarthy & Stone](#) are building at Seymour Rd to provide 40 apartments. [16/03974/FUL](#)

**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).

### B2. Permitted

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

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

### 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.

**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.

### B4. Potential

**Ashton Street Centre** – To be disposed of by Wiltshire Council should accommodate 70 dwellings.

**Homefield House** – Owned by E J Shanley, expect an application for residential conversion.

**Hospital** – Promoted in the 'One Public Estate' bid by Wiltshire Council and partners as a site for up to 200 houses including Charterhouse (above) and the:

**Former Margaret Stancomb School** – this has now been purchased by Selwood Housing to provide 21 new residential properties including 3 in the converted school building.

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

**C1. Opposed by the Town Council** (contrary to the Core Strategy, 'maintain open countryside')

**South West of Elizabeth Way (Hilperton Gap) 263/297** - (Hilperton Parish) [Framptons](#) application [16/00672/OUT](#) 170 houses, access off Elizabeth Way, Town Council objected. Hilperton Neighbourhood Plan reluctantly accepted the principle of development in part of the Gap, whilst retaining an open character close to Hilperton Rd near Fieldways. The HSAP has increased the capacity of the site to 355.

**Southwick Court 3565** – (Southwick and North Bradley Parishes) Savills on behalf of Waddeton Park are promoting development on land between the town boundary and Southwick Court, east of Frome Road. [www.landsouthoftrowbridge.co.uk/](http://www.landsouthoftrowbridge.co.uk/) indicating road access off Frome Rd, 180 houses. North Bradley Neighbourhood Plan is indicating acceptance of this site (only small part in North Bradley).

**Land off the A363 White Horse Business Park (East of Woodmarsh) 298** – (North Bradley Parish) Proposed for 175 houses. A plan put forward by North Bradley to allocate only small areas on the edge of the village and the Business Park, could achieve a satisfactory open countryside buffer.

### C2. Supported by the Town Council

**Elm Grove Farm 613/248** – (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 a new school. Wiltshire Council are now seeking to use the Recreation Ground to provide the new school in a shorter timescale and provide enhanced recreation facilities as part of the wider development.

**Church Lane 1021** – Accessed directly off Frome Road is in the town boundary; 45 houses.

**Spring Meadows 3260** – Accessed off Frome Rd is inside the town boundary; 45 houses.

## D. Sites Discounted by Wiltshire Council.

**Castle Mead Extension** – 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** - Application for 267 houses [17/09961/OUT](#), primary school, pub and care-home submitted by Persimmon north of Leap Gate and east of West Ashton Road, currently allocated for employment uses.

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

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

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

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

**7.3 Trowbridge Community Area Future (TCAF)** – A charity, originally established as a Community Partnership work with partners to address priorities in the Joint Strategic Assessment in the nationally most deprived communities (Studley Green-10%, Seymour/Adcroft & Longfield-20%). TCAF has received grants from funders as well as an annual grant from the town council. They utilise the Town Council's Cabin at Seymour Recreation Ground on a peppercorn rent and operate a Community Hub in the Shires. Councillors interested in using the hub for surgeries should contact [tcaf@trowbridge.gov.uk](mailto:tcaf@trowbridge.gov.uk). Staff:

Meg Aubrey – TCAF Project Manager Youth and Community Development

Julie Baptista – TCAF Community Project Co-ordinator

Louise Williams – TCAF Community Administrator – Maternity leave

Sarah Holland – TCAF Youth Work Coordinator

Emma Heath & Mya Wootten – TCAF 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.

**7.5 Trowbridge Town Hall - Task & Finish Group – (AGENDA ITEM 13)** The group met with representatives of the Sensory Garden on Monday 29<sup>th</sup> October and met again on Tuesday 30<sup>th</sup> October 2018 (including a meeting with representatives of Trowbridge Town Hall Trust and Trowbridge Arts. The committee is asked to consider any implications for the town council's budget for 2019/20 and beyond, so that a recommendation can be made to full council. They have set 18<sup>th</sup> December to reach a conclusion.

## 8. WILTSHIRE

### 8.1 Wiltshire Council

**8.1.1 Area Board** – Next meeting Thursday 8<sup>th</sup> November, (6.30 for 7pm Cotswold Space County Hall). Community Engagement Manager for Trowbridge, Mary Cullen compiles the [Community Area Web Site](#) and manages grant applications for community grants.

**8.1.2 Local Youth Network** – 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 & Car-parking** – Wiltshire Council has confirmed that Trowbridge is one of the towns which will be progressed through the waiting restriction review during 2018/19. All outstanding requests for changes to waiting restrictions were sent to Wiltshire Council, including all the requests related to a potential wide area Residents' Parking Zone (RPZ). The town council has also asked Wiltshire Council to consider transferring the Bradford Rd car-park (a non-strategic WC asset) to the town council and also the Broad Street Cres. And Upper Broad St car-parks (strategic assets). We had not received a response to these requests and I have therefore progressed this request to Jane Scott, including a Freedom of Information request to Wiltshire Council in respect of the cost and income generated by their car parks in Trowbridge for the most up to date 12 month period.

**8.1.4 Asset & Service Delegation** – 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, amenity grass, open spaces and the management and control of car-parks. These have been factored in to the remaining four-year financial plan. The Town Council would also be interested in the delegation of street trading licensing. No funding is available for town and parish councils taking on additional assets and services.

**Play Areas** – The town council is now responsible for maintaining play equipment on the 24 WC play areas. We have not received the management agreements and until such time we will not be responsible for grass cutting at the play areas. We have received £25,000 which is half of the £50k transfer fee and as a result have taken responsibility for inspections. We will receive the second half and the S106 maintenance funds once the agreements are signed, hopefully before the end of the financial year.

**Street Cleaning** - Wiltshire Council undertakes the statutory minimum utilising the barrow operative and the mechanical sweepers, there is no value proposition available to the town council to take on these activities. The alternative option is to leave these activities with Wiltshire Council and their contractors, whilst the town council secures resources to improve the outer areas and undertake activities not deemed necessary by Wiltshire Council; such as cleaning of the multi-storey car-park. This approach will be coordinated by the town council to ensure reports are being made on the App system and town centre resources applied to priorities. At the last Full Council meeting in September it was **RESOLVED that the town council considers the enhancement of street cleansing services by the purchase of a mechanical sweeper, the appointment of an operative, and that the necessary funds approved be made available in the Budget for 2019/20.**

Officers are now working to bring forward this service enhancement and we are also in discussion with Wiltshire Council regarding improvements to the south stairwell of the multi-storey car-park.

**Litter Bins** - We are currently considering the costs associated with the emptying of litter bins if we were to provide additional bins over and above those provided by Wiltshire Council.

**Bus Shelters** – We will consider transfer of the remaining shelters later in the year.

**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. Dr Richard Sandford-Hill, Chair; Linda Prosser, Chief Officer and Sarah MacLennan, Associate Director of Communications & Engagement will make a presentation at Full Council on 20<sup>th</sup> November 2018.

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

**8.4 Police and Community Safety** – Inspector Andy Fee reports regularly to Full Council meetings. Councillors and the public are urged to sign up for Community Messaging which includes details of charges and crimes reported.

**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 last meeting was held on 4<sup>th</sup> October in Bradford on Avon with a food & drink theme.

**8.9 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 Town Clerk attended the National Conference in October in Lincolnshire.

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

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