

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

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

### I. POLICY

I.1 Community Governance Review (CGR) – The Town Council Strategy says;

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

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

When it made a decision on the boundary review in July 2016 Wiltshire Council clearly indicated that it would consider areas again once substantial development had taken place.

**1.1.1 Ashton Road** – The conclusions of the Bat Mitigation reports appear to dismiss the option of building on this site (and the Castle Mead extension which is in the town boundary) for a significant period and therefore it would be appropriate to shelve the suggestion of a boundary change to include this area.

**1.1.2 Hilperton Gap** – As the Draft Hilperton Parish Neighbourhood Plan has reluctantly accepted the principle of development to the South of Elizabeth Way, councillors may take the view that the town council should include this area again in any future request for a parish boundary review.

**1.1.3 Ashton Park** – As the revised planning applications are progressing, the town council will need to consider its position with regard to this area, as well as the adjoining areas of Drynham Lane and the White Horse Business Park, in any future review of parish boundaries.

**1.1.4 Southwick Court** – The Town Council objects to this site, which is contrary to the Core Strategy, it is therefore not currently being considered actively as part of a future boundary review.

**1.1.5 Green Belt** - The Town Council supports, and the review of the Wiltshire Plan is likely to consider, a review of the Green Belt to the North and West of the town. It is therefore appropriate to be considered as part of a future boundary review, although development is unlikely within ten years.

**1.2 Review of Wiltshire Council Electoral Divisions** – The Local Government Boundary Committee for England (LGBCE) has commenced a review of electoral arrangements for Wiltshire Council. WC's committee has concluded that WC should have 99 councillors, which will go forward to the LGBCE for consideration. The second stage will be to draw division boundaries to ensure that each division has a similar electorate. Any changes to division boundaries will impact the wards for Trowbridge Town Council and the council may need to consider how many town councillors there should be, if there are, for example five, six or eight wards in the town rather than the current seven. The changes would be implemented at the next elections in 2021. In addition, the size and growth rates at Ashton Park may necessitate the divisions for the town including parts of Ashton Park, to achieve electoral equality in both 2017 and 2024

**1.3 Department for Transport consultation on the creation of a Major Road Network (AGENDA ITEM 7)** - The Government is consulting on the creation of a Major Road Network (MRN) as a second tier, with the Trunk Roads and Motorways at the first tier, which are maintained by Highways England. The MRN would remain as maintained by the Local Highway Authorities such as Wiltshire Council but would receive greater levels of government funding for improvement schemes which assist with economic development and house building. Locally the proposals include the A350 from the M4 to Warminster, the A361 from Semington to Beckington and beyond and the A363 from Batheaston to Yarnbrook. Inclusion is based upon both quantitative and qualitative factors. Responses are required by the deadline of Monday 19<sup>th</sup> March 2018. Full details are available in the consultation document (first link) and the map (second link): <http://maps.dft.gov.uk/major-road-network-consultation/>

[www.gov.uk/government/uploads/system/uploads/attachment\\_data/file/670527/major-road-network-consultation.pdf](http://www.gov.uk/government/uploads/system/uploads/attachment_data/file/670527/major-road-network-consultation.pdf)

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**RECOMMENDATION:** That Trowbridge Town Council welcomes the introduction of a Major Road Network and the inclusion of the A350, A361 and A363 in and around Trowbridge in the proposed network, recognising the importance of Trowbridge to the growth of the local economy and house building. The town council hopes that this will enable investment in local roads, provide significant improvement to the A46 from the M4 to Bath and a replacement for the A36 between Bath and Beckington, as well as further improvements to the A350 between the M4 and the A36.

**1.4 Wiltshire Council Brownfield Sites register (AGENDA ITEM 8)** - The Core Strategy identifies Settlement Boundaries, within which development proposals would normally be acceptable. Outside the Settlement Boundaries it allocates new areas of development, which includes the largest allocation in the Wiltshire Council Area, Ashton Park on the edge of Trowbridge. The result of this is that specific sites within the Settlement Boundary for Trowbridge are not identified or allocated as development sites.

The Core Strategy did not identify sites to accommodate all of the housing requirements in the plan period and the Ashton Park allocation has not yet received planning permission and is therefore behind schedule. This low rate of housing growth in the Trowbridge Area means that the Housing Site Allocations Plan (HSAP), currently being considered by Wiltshire Council has sought to allocate a number of controversial housing sites in the Trowbridge Area to meet the currently unmet requirement. The HSAP is also proposing to revise the Settlement Boundaries. The HSAP fails to provide an opportunity to allocate specific sites which are in either the current or proposed Settlement Boundary.

The Brownfield Land Register is in two parts and part one is being concluded currently, but this also fails to allocate specific sites such as Bowyers and County Hall East because they are not identified through the Strategic Housing Land Availability Assessment (SHLAA). [www.wiltshire.gov.uk/planning-brownfield-register](http://www.wiltshire.gov.uk/planning-brownfield-register) Therefore, as the Core Strategy, HSAP and Brownfield Land Register all fail to adequately identify such sites, Wiltshire Council should include in the HSAP an opportunity to ensure that brownfield sites within the Settlement Boundary are specifically allocated and not treated as part of the wider Housing Market Area (HMA) Windfalls figure.

**RECOMMENDATION:** That Trowbridge Town Council asks Wiltshire Council to confirm how sites such as Innox Mills and County Hall East can be added to the Brownfield Land Register if they cannot be included in the Housing Sites Allocation Process due to being already within the Settlement Boundary and have not been identified as SHELAA sites even though Wiltshire Council is aware of the owners intention to develop the sites for at least in part housing and in one case is the owner.

**1.5 Free Parking Days** – Wiltshire Council allow each town a Free Parking Day allocation equivalent to two times the number of spaces in Wiltshire Council public car-parks. Wiltshire Council has now decided that the offer will exclude November and December. The proposed dates therefore are: Saturday 5<sup>th</sup> May (May Fayre), Saturday 30<sup>th</sup> June (Armed Forces), Saturday 14<sup>th</sup> July (Active Festival), Saturday 4<sup>th</sup> September (Country Fair) and Saturday 20<sup>th</sup> October (Carnival).

**1.6 Data Protection – (AGENDA ITEM 9)** New regulations called the General Data Protection Regulations (GDPR) are now coming into force and will have significant implications for all local councils. Officers are undertaking training and will advise the council of requirements in due course. The Town Council will need to ensure that the central contacts database is managed and controlled. Members will also need to consider whether they individually need to register with the Information Commissioner's Office (ICO). The town council is also required to appoint a Data Protection Officer (DPO). It would be most appropriate given the necessary expertise required and workload that we appoint an external organisation to act as the DPO. Audit West is a trading arm of a number of unitary authorities in Bath and North Somerset and they are able to provide the necessary service to the town council.

**RECOMMENDATION:** That Audit West are appointed as the Data Protection Officer for Trowbridge Town Council for a three year period 2018/19 – 2020/21.

**1.7 Policies – (AGENDA ITEM 14)** The Risk Management Policy which was due for review in November 2017 has been held over awaiting the commencement of the new internal auditor. A number of other policies are presented for renewal with minor drafting amendments.

With the exception of one or two anomalies with policies and procedures on the website, which are currently being actioned, all policies, procedures and strategies are now fully accessible on the website.

## 2. RESOURCES

### 2.1 FINANCIAL RESOURCES

**2.1.1 Accounts (AGENDA ITEM 14)** - The Council produces quarterly accounts (April-June, July-Sept, Oct-Dec & Jan-March), reported to each spending committee and collectively considered by the Policy & Resources Committee. The third quarter accounts for 2017/2018 will be considered at this meeting of the committee. (Copy attached).

The third quarter shows a net surplus of £41397 and with Community Infrastructure Levy receipts in the final quarter exceeding budget we are expecting to have an additional £60,000 to contribute to earmarked reserves or to general reserves at year end.

**2.1.2 Council Tax 2018/2019** - The Council approved the Band D Council Tax Charge at the January meeting as £148.99. A 3% increase in line with CPI Inflation, lower than the £5 maximum applied by government to District Councils and better than set-out in the Council Strategy 2017-21.

#### Other Local Councils:

The increase in the average for all town and parish councils in Wiltshire is 13.68% giving a parish and town council Band D Council Tax average of £108.39 (up from £95.35 for 2017/18): Other town councils in the Wiltshire area have approved their Council Tax Charges as follows,

Council	2017/18	2018/19	Change	
Calne	£210.31	£210.31	£0.00	0%
Salisbury	£123.00	£208.00	£85.00	+69.11%
Royal Wootton Bassett	£194.81	£199.81	£5.00	+2.57%
Malmesbury	£194.59	£199.51	£4.92	+2.53%
Marlborough	£182.67	£187.97	£5.30	+2.90%
Cricklade	£178.73	£185.47	£6.74	+3.77%
Bradford on Avon	£140.37	£174.42	£34.05	+24.26%
Chippenham	£169.13	£174.20	£5.07	+3.00%
Devizes	£148.04	£153.77	£5.73	+3.87%
Corsham	£149.46	£153.52	£4.06	+2.72%
<b>Trowbridge</b>	<b>£144.64</b>	<b>£148.99</b>	<b>£4.35</b>	<b>+3.01%</b>
Melksham	£115.49	£140.78	£25.29	+21.90%
Tidworth	£124.95	£135.29	£10.34	+8.28%
Westbury	£113.58	£129.58	£16.00	+14.09%
Wilton	£123.48	£128.28	£4.80	+3.89%
Warminster	£93.80	£124.13	£30.33	+32.33%
Ludgershall	£99.49	£100.97	£1.48	+1.49%
Amesbury	£87.20	£88.21	£1.01	+1.16%
Durrington	£52.63	£54.21	£1.58	+3.00%
<b>Wiltshire Council towns AVERAGE</b>	<b>£139.28</b>	<b>£152.50</b>	<b>£13.21</b>	<b>+9.49%</b>
Stratton St Margaret	£168.11	£189.96	£21.85	+13.00%
Swindon South	£114.90	£114.90	£0.00	+0.00%
Swindon North	£112.03	£114.83	£2.80	+2.50%
West Swindon	£93.11	£93.11	£0.00	+0.00%

This means that the Town Council has achieved a position (below the mid-point) relative to other town councils in Wiltshire which is better than that set-out in the Council Strategy 2017-2021.

**Wiltshire Council** - approved its 2018/19 budget with an increase of 5.99% or £79.94 (2.99% plus 3% social care levy addition, at the government limit for Unitary Authorities) on its Band D Council Tax Charge from £1,334.63 to £1,414.57

**Wiltshire Police** - The Police & Crime Commissioner set a Council Tax with an increase of £12.00 per annum or 7.05% on its Band D Council Tax Charge from £170.27 to £182.27

**Dorset & Wiltshire Fire & Rescue** - Dorset & Wiltshire Fire & Rescue Authority set their Council Tax with an increase of 2.99% or £2.11 on their Band D Council Tax Charge from £70.59 to £72.70

This makes the total Council Tax charged to Trowbridge households as follows:

Band	Ratio	Wiltshire C	Police	Fire & Rescue	Town Council	TOTAL
A	6/9	£943.05	£121.51	£48.47	£99.33	£1,212.36
B	7/9	£1,100.20	£141.77	£56.54	£115.88	£1,414.39
C	8/9	£1,257.40	£162.02	£64.62	£132.44	£1,616.48
D	9/9	£1,414.57	£182.27	£72.70	£148.99	£1,818.53
E	11/9	£1,728.92	£222.77	£88.86	£182.10	£2,222.65
F	13/9	£2,043.27	£263.28	£105.01	£215.21	£2,626.77
G	15/9	£2,357.62	£303.78	£121.17	£248.32	£3,030.89
H	18/9	£2,829.14	£364.54	£145.40	£297.98	£3,637.06

**2.1.3 Community Infrastructure Levy** – Around £45k will be received this year vs a budget of £7,590. Based upon 50% of the pipeline of new developments being delivered in 2018/19 we have included £58,077 in the budget for 2018/19 which off-sets expenditure and therefore reduced the Council Tax requirement.

**2.1.4 Reserves (AGENDA ITEM 13):** The planned contribution to reserves is increased to £34,235 for 2018/19, (with higher contributions planned for 2019/20 through to 2021/22, to bring General Reserves up to 25% of net revenue expenditure. The position at the end of the third quarter and the expected position at the end of current financial year is shown below, prior to any end of year adjustments.

Reserves	31 <sup>st</sup> March 2017	31 <sup>st</sup> Dec 2017	Expected 1 <sup>st</sup> April 2018
Museum Project	£33,752	£18,387	£18,387
Recreational Play Areas	£6,000	£6,000	£6,000
Civic Centre	£0	£15,750	£21,000
Sports Pitch Development	£7,000	£7,000	£7,000
<b>Earmarked Reserves</b>	<b>£46,752</b>	<b>£47,137</b>	<b>£52,387</b>
<b>General Reserve</b>	<b>£172,341</b>	<b>£172,341</b>	<b>£175,892</b>
<b>Total Reserves</b>	<b>£219,093</b>	<b>£219,478</b>	<b>£228,279</b>

Based upon the third quarter results and the forecast end of year results the town council should be in a position to set aside an amount greater than budget to the General Reserve at 31<sup>st</sup> March and in addition set aside the following amounts to Earmarked Reserves, including contributions from Community Infrastructure Levy:

**RECOMMENDATION:** That subject to funds being available at the year end the sums indicated below should be set aside as contributions to Earmarked Reserves for ongoing projects and potential maintenance and replacement requirements.

<b>Museum Project</b>	<b>£0</b>
<b>Civic Centre Maintenance and Repairs</b>	<b>£21,000 as shown in 3Qtr</b>
<b>Play Areas</b>	<b>£15,000</b>
<b>Sports Pitches</b>	<b>£20,000</b>
<b>Park Storage Facility</b>	<b>£15,000</b>
<b>Other Assets (Bus Shelters, Signs, Seats, Litter Bins etc)</b>	<b>£10,000</b>

**2.1.5 Internal Audit Review** – Following the review we have now appointed AM FS to undertake our internal audit for 2018/19.

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

**2.1.7 Risk and Audit Panel** – Reviews matters relating to finance, audit, insurance and risk prior to the Policy & Resources committee. It met on 27<sup>th</sup> February 2018 and next meets on 24<sup>th</sup> April at 15:00.

**2.1.8 Business Charge Card** - The council has obtained a Business Charge Card for internet purchases.

## 2.2 **HUMAN RESOURCES**

### 2.2.1 **Leavers**

- Rebecca Mellars, Service Delivery Manager. Leave date 22<sup>nd</sup> January 2018
- Zoe Copper, Sports Coach. Leave date 23<sup>rd</sup> February 2018
- Jack Hurley, Sports Coach. Leave date 16<sup>th</sup> March 2018

### 2.2.2 **New Starters**

- Emy-Louise Cox, Customer Service Advisor
- Mandi Edwards, Community Play Worker
- Georgia Clark, Sports Coach (from a casual contract)
- Imogen Davis, Sports Coach. 25 hours per week. Start date 1<sup>st</sup> March 2018
- Marcus Almadi, Groundsman Operative. 37 hours per week. Start date 1<sup>st</sup> March 2018

**2.2.3 Facilities Support Officer** - Interviews on 22<sup>nd</sup> awaiting decision. 37 h/week. Start date 1<sup>st</sup> April.

**2.2.4 Apprentice Sports Coach** - Interviews on 27<sup>th</sup> February, 30 h/week. Proposed start 1<sup>st</sup> April.

## 3. **SERVICES**

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

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

**3.1.1 MUSEUM** – Trowbridge Museum, an 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 are expanding the museum into an additional floor and work closely with The Friends of Trowbridge Museum.

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

**3.1.3 Henry de Bohun Heritage Festival** – The Friends of the Museum are holding a Henry de Bohun Conference in October 2018.

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

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

**3.2.2 MARKETING & EVENTS** – **We use many ways to communicate with those who live in, work in and visit Trowbridge. Social media, Trowbridge Information Centre, Web-sites: [www.trowbridge.gov.uk](http://www.trowbridge.gov.uk) information about council services and links to other local web-sites; [www.trowbridgemic.co.uk](http://www.trowbridgemic.co.uk) for Civic Centre, events and activities & [www.trowbridgemuseum.co.uk](http://www.trowbridgemuseum.co.uk) for the Museum, and**

**Discover Trowbridge Magazine (produced by Brightside Marketing Solutions).** The Spring edition will be published in March covering April – June 2018. A **Calendar of Events** is on the web-site.

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



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

**3.3.1 Civic Board** – The Civic Board (which reports to the Direct Services Committee) met on 13<sup>th</sup> February 2018, next meeting 15<sup>th</sup> May 2018. It is responsible for overseeing the operation of the Civic Centre as a commercial conference and entertainment venue.

**3.3.2 Driving Test Centre** – This currently operates two days per week from Longfield Community Centre and there are issues with the waiting times at both Trowbridge and Westbury. The DVLA are currently looking at options to resolve the issue; Councillor Payne has also raised the issue with Andrew Murrison, MP who has in turn written to the Rt Hon Chris Grayling MP, Secretary of State, requesting he investigate it further in order to provide a better resource driver testing in our area.

**3.3.3 CCTV** – We have received a reply recently to a long standing request to the Police & Crime Commissioner to make a contribution towards CCTV. Angus Macpherson has replied to the effect that he will not make contributions to CCTV but will fund the cost of linking the system to Police HQ.

## **4. TOWN COUNCIL PROJECTS**

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

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

We expect to finalise the lease and licence for works by early March.

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

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

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

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

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

**DORIC PARK:** We are now 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. We have appointed framework consultants to detail proposals and have engaged Carter Jonas as our agents. Once we have firm plans we will be able to negotiate an agreement with the Rugby Club on access and land transfer and with the Squash Club over their element of the proposal.

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

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

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

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

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

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

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

Tuesday 13 <sup>th</sup> March	Town Development
Tuesday 20 <sup>th</sup> March	Full Council
Tuesday 27 <sup>th</sup> March	Museum & Tourism
Tuesday 27 <sup>th</sup> March	Leisure Services
Tuesday 3 <sup>rd</sup> April	Town Development
Tuesday 10 <sup>th</sup> April	NO MEETING
Tuesday 17 <sup>th</sup> April	NO MEETING
Tuesday 24 <sup>th</sup> April	Town Development

### 5.2 **Dates for your diary**

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

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

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

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

**5.3.1 Leer** in Ostfriesland, Germany – the Trowbridge/Leer Twinning Association is planning a visit to Leer for the Gallimarkt 2018. A small delegation will be attending this year's Civic Dinner.

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

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

**5.3.4 Oujda** in Morocco

**6. TOWN DEVELOPMENT** – Committee meets 13<sup>th</sup>, 3<sup>rd</sup> and 24<sup>th</sup> April. The committee considers all regulatory matters consulted on by Wiltshire Council including planning, listed building and tree applications, highways issues and licensing matters. Alison-Nina Ward is Council Secretary (Town Development) responsible for administering this committee.

### 6.1 **Town Centre Developments** –

**Bowers** – [www.innoxmills.co.uk](http://www.innoxmills.co.uk) are expected to make an application in 2018. Latest news is that they are close to agreement with partners and expect to make a further announcement in April/May.

**United Church Buildings** – Are SOLD subject to contract [www.onthemarket.com/details/3752103/](http://www.onthemarket.com/details/3752103/) The new owners' agents are attending the Town Development Committee on 13<sup>th</sup> March to present proposals.

**County Hall East** – see 8.1.3 below

**Court Mills** – It is understood that Wiltshire Council has a buyer for Court Mills who intends to bring forward proposals for conversion to residential. Further details should be available next week.

**6.2 Housing** – Many sites have been delayed pending resolution of mitigation measures associated with colonies of Bechstein Bats at Biss Wood and Green Lane Wood.

**A. Current developments/sites within the settlement boundary & at Ashton Park:**

**Southview Park** - Wain Homes existing development is now complete, The cycle/footway link to Drynham Rd, has not been completed. A new application [17/12509/FUL](#) has been submitted by Wain Homes for part of Ashton Park to the south of Southview Park. Concerns about the access via Southview Park, links to the rest of Ashton Park, to the LEAP at Southview Park and to the cycling and walking network have been raised.

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

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

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

**Ashton Park** – Persimmon et al. - (mainly in West Ashton and North Bradley Parishes), a revised application [15/04736/OUT](#) for 2,500 houses, employment, 2x local centres, 2x primary and a secondary school, ecological visitor facility, open space and A350 West Ashton improvement is being assessed. Bat mitigation measures, include moving the employment land from adjacent to the railway line to adjacent to Biss Woods and a change to the road elevation to provide bat tunnels under the road close have been incorporated. The town council responded on 15<sup>th</sup> February with no objection, but raising issues regarding footway/cycleway links to Steeple Ashton and the the town centre.

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

**Hilperton Gap** - (Hilperton Parish) [Framptons](#) submitted a revised application [16/00672/OUT](#) for 180 houses in the Gap, accessed off Elizabeth Way. The Town Council has objected. The Hilperton Neighbourhood Plan which has been consulted on reluctantly accepted the principle of development in this part of the Gap, whilst retaining the open character close to Hilperton Road near Fieldways.

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

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

**Church Lane** – This site potentially accessed directly off Frome Road is in the town boundary. The town council supports this allocation.

**Spring Meadows** – This site also accessed off Frome Rd is inside the town boundary. The town council supports this allocation.

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

**Castle Mead Extension** – Persimmon - An application [16/03420/FUL](#) for 272 more homes up to Green Ln Wood was withdrawn. Discounted due to proximity to Green Lane Wood. The Bat reports indicate that if Ashton Park proceeds this site cannot proceed on the foreseeable future.

**Ashton Road** - (currently in Steeple Ashton – see item 1.2 above) [Taylor Wimpey](#) have made a revised application for around 200 homes [16/04468/OUT](#). Discounted due to proximity to Green Lane Wood. The Bat reports indicate that if Ashton Park proceeds this site cannot proceed on the foreseeable future.

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

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



## 6.4 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** – The consultation closed on 2<sup>nd</sup> February and we await the next steps. The town council comments were:

Whilst Trowbridge Town Council welcomes the additional protection for the area bounded by Fieldways Hotel, Middle Lane, Elizabeth Way and Trowbridge Road, due to its proximity to the Conservation Area and to preserve its Parkland setting, the town council cannot support the development of any of the Hilperton Gap.

Trowbridge Town Council's adopted Strategy says:

**The Town Council does not support development in the open countryside between the urban envelope and the neighbouring villages of Hilperton, North Bradley and Southwick.**

Trowbridge Town Council responded to the Housing Site Allocations Plan (HSAP) with regard to the sites in the Gap as follows:

- **Trowbridge Town Council opposes the allocation of site 263/297 between Victoria Road/Albert Road in Trowbridge and Elizabeth Way in Hilperton, as being contrary to the WCS aim to maintain open countryside to protect the character and identity of Hilperton as a separate community.**

Trowbridge Town Council therefore does not support the Hilperton Neighbourhood Plan.

**6.4.3 West Ashton** - Has designated a revised area excluding the areas transferred to the town in 2017.

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

**6.4.5 Trowbridge – (AGENDA ITEM 10)** – Given the concerns expressed by the town council with regard to the failure of the Housing Sites Allocation Plan (HSAP) the Wiltshire Core Strategy Review and the Wiltshire Brownfield Land Register to satisfactorily identify and/or allocate sites such as the former District Council Offices, the former Bowyers site and the County Hall East site it would be appropriate for the town council to re-consider the potential for a Neighbourhood Plan for the town to be developed. In addition to site allocations, particularly brownfield sites and other sites within the current planning policy Settlement Boundary a Neighbourhood Plan for Trowbridge could consider suitable designation policies to protect local green spaces and trees, as well as appropriate community action policies, including the needs to improve sustainable travel routes for walking and cycling to suburbs and local villages including signage. In addition, the town council would receive 25% (rather than 15%) of any Community Infrastructure Levy receipts following a Neighbourhood Plan adoption. (This could be £20,000 to £40,000 per annum extra). Grants of up to £17,000 are also available for communities undertaking Neighbourhood Plans.

**RECOMMENDATION: That the town council explores the potential for a Trowbridge Neighbourhood Plan, timescale and costs.**

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

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

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

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

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

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

**7.5 Chamber of Commerce** – Tracey Parker (Leykers) is President of Trowbridge Chamber. They are interested in developing a bottom-up Business Improvement District (BID), one which is not externally sourced, potentially run in partnership with the town council. Areas including cleanliness, events and parking are high on their agenda. They understand this is a lengthy process that has been on the Town Council agenda for a long time.

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

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

## 8. WILTSHIRE

### 8.1 Wiltshire Council

**8.1.1 Area Board** – Next meeting is Thursday 15<sup>th</sup> March 2018, (6.30pm for 7pm Cotswold Space County Hall). The Community Engagement Manager for Trowbridge, Mary Cullen compiles the [Community Area Web Site](#) and manages grant applications for community grants.

**8.1.2 Local Youth Network** – Local Youth Facilitator, Emma Drage leaves the post in March 2018. The LYN Management Group considers grant applications and makes recommendations to the Area Board.

**8.1.3 Trowbridge Area Well-being Centre (Campus)** – At the previous meeting of this committee on 9<sup>th</sup> January 2018 the following resolution was made:

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

If the town council is asked to take a greater role in this project by Wiltshire Council, either now or in the future, it will have to consider the implications of this and how the whole of the Trowbridge community is able to share in the responsibilities and benefit from a joint membership.

**8.1.4 Asset & Service Delegation** – In addition to play areas covered elsewhere and the park, allotments and closed churchyards already transferred, the council seeks to take over recreation grounds, amenity grass, open spaces, bus shelters, the management and control of car-parks and street cleaning services. These have been factored in to the remaining four-year financial plan. The Town Council would also be interested in the delegation of street trading licensing. No funding is available for town and parish councils taking on additional assets and services. With regard to street cleaning where Wiltshire Council undertakes the statutory minimum utilising the barrow operative and the mechanical sweepers, there is no value proposition available to the town council to take on these activities. The alternative option 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.

## 8.1.5 Community Area Transport Group (CATG) (AGENDA ITEM 11)

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

20mph College Road (completed December 2017)	£1,250	paid
Yeoman Way street sign (Completed November 2017)	£100	paid
Waiting Restrictions (Completed late 2016)	£2000	paid
Wingfield Road Cycle Path (completed Summer 2017)	£5,000	paid
County Way/Drynham Rd signs (4908)	£1,000	accrued
The Croft bollards	£650	paid
<b>TOTAL</b>	<b>£10,000</b>	

The budget for CATG support projects for 2018/2019 is £15,000 and is currently allocated as follows:

The Halve Pedestrian Crossing Survey (5589)	£350
Wingfield Rd speed limit reduction 40-30mph London Bridge - Hungerford Ave	£500
Plus potential contribution towards implementation costs	£3,333
Dropped Kerbs at Riverway	£333
Dropped Kerbs Green Lane & Paxcroft Way	£1,000
Drynham 20mph (excluding Holbrook Lane)	£4,000
<b>TOTAL</b>	<b>£9,516</b>
<b>Leaving an available fund of</b>	<b>£5,848</b>

Other projects which the town council has supported but have not been costed yet and will probably need funds allocating in 2018/19 are:

- Cycleway/Footway along County Way from Ashton Street to Hilperton Road.
- Pedestrian direction signs in the town centre including White Hart Yard and St George's Works.
- Bus shelter in Manor Road.
- Footway resurfacing in Bellfield Cres, Polebarn Rd and Wingfield Rd.
- Extension of 20mph scheme for Studley Green.

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

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

**RECOMMENDATION:** That the committee approves provisional CATG match funding allocations for 2018/19 totalling £9,516 for the following schemes.

The Halve Pedestrian Crossing Survey (5589)	£350
Wingfield Rd speed limit reduction 40-30mph London Bridge - Hungerford Ave	£500
Plus potential contribution towards implementation costs	£3,333
Dropped Kerbs at Riverway	£333
Dropped Kerbs Green Lane & Paxcroft Way	£1,000
Drynham 20mph (excluding Holbrook Lane)	£4,000

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

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

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

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

**8.4 Police and Community Safety** – Following the transfer of Chief Constable Mike Veale to Cleveland Police, the Police & Crime Commissioner Angus Macpherson has appointed Kier Pritchard as acting Chief Constable. 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. The Council also pays the fee for the Clerk to be a member of the Society of Local Council Clerks (SLCC), which provides training and advice.

**8.6 Councillors training** – Katie Fielding from WALC provided a training session on Tuesday 31<sup>st</sup> January 2018 covering Roles and Responsibilities, Law and Procedures (inc. Code of Conduct) and Quality Council at the Civic Centre attended by 9 town councillors.

**8.7 Swindon & Wiltshire Local Enterprise Partnership (SWLEP)** – SWLEP were asked if they would attend this meeting or the meeting of full council, but have not responded. I understand that they are scheduled to attend the Area Board on 15<sup>th</sup> March. I have asked Tim Martiensen, Director of Economic Development at Wiltshire Council, to clarify Wiltshire Council's understanding and expectation with respect to Trowbridge's position within the A350 Growth Corridor. I expect this issue will be explored further with SWLEP at the Area Board.

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

**8.9 Market Towns Network** – Met in Malmesbury on 1<sup>st</sup> March where the area of discussion was Arts and Culture the Museum, Town Hall Arts and Drawing Projects @ Bridge House were in attendance.

*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.*

**Lance Allan, Town Clerk**

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