

Town Clerk's Report to Policy & Resources Committee 3rd March 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.

I. POLICY

I.1 COMMUNITY GOVERNANCE REVIEW (CGR) – A Community Governance Review is a review of the governance arrangements for parish and town councils including their establishment, extinguishment, number of councillors and changes to their boundaries. 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, . . .

Wiltshire Council is reviewing the boundaries of areas around Trowbridge. A public meeting is being held at County Hall on Wednesday 6th May at 19:00. The town council has requested that all of the areas allocated for new development in the Core Strategy and the Wiltshire Housing Sites Allocation Plan (WHSAP) are included in the town boundary. Details of the requests are available here: [CGR](#)

- Ashton Park Urban extension.
- Land to the south and west of Elizabeth Way in the Hilperton Gap.
- Elm Grove/Drynham Lane.
- White Horse Business Park.
- Land to the north of Southwick Court and south of Boundary Walk

I.2 CARBON REDUCTION STRATEGY – (AGENDA ITEM 7) In September the Committee RESOLVED:

That Trowbridge Town Council approves in principle the development of a carbon reduction strategy along the lines of that recently approved by Bradford on Avon Town Council.

In September Full Council RESOLVED:

That Trowbridge Town Council Declare a Climate Emergency.

In January the Committee RESOLVED:

i) That the Town Council approves all of following which are achievable in the short term and within the 2020/21 budget, including a commitment that the council will ensure future electricity contracts are 100% renewable energy.

- ***Staff training (achievable, within budget)***
- ***Ensure the Website & social media reflect the Council's commitment to climate emergency & use community news to promote carbon reduction ideas (achievable, within budget)***
- ***Community tree planting initiative working with other groups (achievable, subject to cost)***
- ***Procurement: renewable only electricity tariffs, solar panels, replacement machinery and vehicles.***
- ***Planting and grass cutting for sustainability and biodiversity (medium term with new contract)***
- ***Working in partnership with others (achievable, within budget)***
- ***An audit of the Council's current carbon footprint (achievable, within budget)***
- ***Environmental Impact Assessments for major decisions (unknown, may be expensive)***

ii) That the Town Council sets-up a liaison committee with interested groups to inform and co-ordinate climate change mitigation activities within the Town and implement all other elements as soon as possible.

iii) That the Town Council works with partners to increase tree planting including sources of trees, funding and identifying locations for tree planting.

- iv) **That the Town Council takes over responsibility for the public speaking competitions from Trowbridge In Bloom from 2021, working with the local partners to build upon the environmental theme of the competitions and provides a small contribution towards the competition costs in 2020.**
- v) **That the Town Council incorporates a comprehensive Carbon Reduction strategy as part of the Town Council Strategy review in 2021 for the period 2021-2025.**

Members visited Stroud on 11th Feb and can report back from that visit including ways to establish the liaison group.

1.3 Town Centre CCTV The council has previously considered and **RESOLVED:**

That Option 3 - The Council will seek funding from the main beneficiary (Wiltshire Police) and without such funding (committed on an annual basis) confirm that the system can no longer be sustained. And if not successful Option 2 - The council will invest in a consultant to provide alternative arrangements and proposals? Are pursued and consideration is given to any implications for the budget.

The Town Council will write to the candidates for the Police & Crime Commissioner elections. We have made initial enquiries with consultants regarding potential for a review but will not pursue this until after the PCC elections in May.

1.4 INDICES OF MULTIPLE DEPRIVATION – (AGENDA ITEM 8) I have finally received a response from Helean Hughes, Director for Education and Skills, Wiltshire Council to the council's question regarding support for Studley Green. Simon Watkins, Wiltshire Council's Education and Skills Regional Lead for the west region, will be attending the meeting and be available for any questions.

Q: Would Wiltshire Council confirm what particular and specific activity is it undertaking or seeking to implement in the only community in Wiltshire which is in the most deprived 10% of communities in England, which is different from and additional to the activity which it is undertaking in all other communities?

A: Support from the Education and Skills Directorate includes the following support from the School Effectiveness team: School Improvement Adviser support, English support, SEND support, NLE support and Sounds Write phonics through the English Hub

There was extensive consultation with the Studley Green community which led to a Studley Green Children's Wellbeing partnership being established in 2017 / 2018. Family and Community Learning were one of the partners and attended meetings. The scope broadened and the group became the Trowbridge Child Wellbeing partnership in 2019. Wiltshire Council Systems Thinking is leading on this and is developing a vision for the new partnership.

Alongside this, Family and Community Learning have been engaged with Studley Green Children's Centre and delivered courses during 2017 and 2018.

The Careers Hub are working with John of Gaunt School which is in this ward. John of Gaunt was in Wave 1 and started working with us on the Careers Hub in September 2018, however they had been part of the Enterprise Adviser Network previous to that date. They are working with an Enterprise Adviser from Apetito.

The enterprise company is providing 1 to 1 support around the Careers Strategy and planning in the school. All Career Leaders are invited to training events such as the Careers Hub Summit, the Gatsby Working Party Day and ongoing networking meetings and working party meetings which take place on a regular basis. Progress and impact on these activities is measured via Compass and showing improvement.

'Building Bridges' is also operating with the aim to work with the people furthest from the work place.

The Early Years team has supported the Green Shoots and See Saw nurseries this year to improve practice and provision especially for the vulnerable learners. They also hold all of the Trowbridge Children's Centre Forums at the school.

Trowbridge Area Board have funded a number of projects for youth activities specifically on Studley Green. Trowbridge Future (formally TCAF) were the recipients of these grants and they act as a lead for inclusive youth club activities in the area and across Trowbridge. Funding has included providing a bike building workshop for young people which is due to commence 3rd March from the atrium at County Hall.

There is an active Trowbridge Child Wellbeing Partnership stakeholders group, this is community led and Trowbridge Future are the lead organisation for the group. The Town Council are a partner and were certainly present at the last meeting where a vision for "Child Friendly Trowbridge" was being developed. A variety of programmes are available across Trowbridge such as Fit & Fed and Healthy Me

Trowbridge as a community area makes great use of the Wiltshire Health Trainer service with appointments and bookings often at capacity. The Local Area Coordinator Gemma Novis is incredibly active in Trowbridge and her services are gaining popularity all the time

Wiltshire Council's sports development service have been delivering weekly Doorstep Sports Club sessions on the Studley Green estate since 2014. Investment to deliver this programme was initially provided through the national charity StreetGames, who had received funding from Sport England to deliver 1,000 Doorstep Sports Clubs across the UK targeting wards in the top 20% of the national IMD. The delivery model sees sessions delivered in the heart of priority estates ensuring the right target audience is engaged and helping to remove some of the known barriers to participation to sport faced by disadvantaged communities. Wiltshire Council also operate these sessions on The Friary and Bemerton Heath estates in Salisbury. All three clubs are now funded through service budget and we work closely with Active Trowbridge (TTC) on Studley Green as they provide the coaching team who lead delivery of the sessions.

Fit and Fed is an addition to the StreetGames offer and aims to tackle the growing issue of 'holiday hunger'. Wiltshire Council work closely with Studley Green Primary School to deliver Fit and Fed sessions in Easter and Summer that allow families residing in Studley Green to prepare and eat a free hot meal and also to take part in free physical activity sessions. Sessions are delivered at the school. Active Trowbridge are again a key partner in Trowbridge. These sessions are also delivered in Salisbury.

Wiltshire Council have recently secured funding of £126,000 from Sport England's Tackling Inactivity and Economic Disadvantage funding programme. This funding is being used to deliver the Healthier Communities initiative that seeks to engage inactive residents aged 16-74 from Lower Socio-Economic Groups who reside in 10 priority estates in Wiltshire. As with StreetGames, an estate based delivery model is being used. In Trowbridge, target communities are Studley Green, Seymour and Longfield. Again, Active Trowbridge are supporting delivery of this programme.

2. RESOURCES

2.1 GRANTS – The town council awards Core Grants to a number of local organisations and events each year and also has an open application grant budget available. Applications need to be submitted by 30th April each year and are awarded in July.

2.2 BUDGET 2020-2021 - The Council commences its annual budgeting in the Autumn and approved the budget in January for the 1st April 2020 – 31st March 2021 financial year. *Full Council RESOLVED:*

That in order to meet; the budget expenditure recommended by the committees; the requirement to fund an increase in General Reserves and; in anticipation of additional services being transferred from Wiltshire Council over the next four years, with an expectation from the community that the town council will take full responsibility for those additional services and deliver a quality of service better than that experienced in recent years (whilst they have been the responsibility of Wiltshire Council), the Council Tax Charge for Trowbridge Town Council for 2020/21 should be increased by an amount greater than CPI inflation and that any additional receipts should be allocated in the budget as a contribution to General Reserves.

- | | |
|---|------------|
| a. That the Council approves the department budgets for 2020/21 as detailed on the budget spreadsheets, totalling | £1,939,950 |
| b. That the Council approves that the contribution to General Reserves for 2020/21 be | £62,500 |
| c. That the Committee recommends to Council therefore a total budget requirement for 2020/21 of | £2,002,450 |

And that this is funded in part through estimated income for 2020/21 from Community Infrastructure Levy of

Leaving a net precept requirement for 2020/21 of

Which results in an increase of £11.00 on the

Trowbridge Town Council 'Band D' Council Tax Charge, to

Which is less than £3.20 per week.

The average Band D Council Tax for all parish and town councils in Wiltshire is £127.17 for 2020 which is an increase of 9% from 2019.

Wiltshire Council Area, Town Council 'Band-D' Council Tax Charges 2020

Council	2019/20	2020/21	Change	
Chippenham	£239.61	£262.05	+9.4%	
Bradford on Avon	£185.39	£216.90	+17.0%	Upper
Calne	£210.31	£215.57	+2.5%	Quartile
Malmesbury	£205.49	£210.63	+2.5%	
Royal Wootton Bassett	£204.81	£209.81	+2.4%	
Salisbury	£208.00	£208.00	0.0%	75 th percentile
Marlborough	£195.13	£206.37	+5.8%	
Cricklade	£196.72	£203.79	+3.6%	
Corsham	£168.74	£199.09	+18.0%	
Warminster	£127.96	£191.75	+49.9%	Median
	£161.95	£179.34	+10.7%	Mean Average
Devizes	£157.92	£176.11	+11.5%	
Westbury	£132.94	£172.45	+29.7%	
Trowbridge	£153.98	£164.98	+7.1%	
Melksham	£153.12	£160.45	+4.8%	25 th percentile
Tidworth	£138.06	£155.96	+9.0%	
Wilton	£137.43	£150.53	+9.5%	
Ludgershall	£104.65	£116.39	+11.2%	Lower
Amesbury	£98.07	£116.27	+18.6%	Quartile
Durrington	£58.75	£70.41	+19.9%	

2.3 MANAGEMENT ACCOUNTS (AGENDA ITEM 13) – To consider the Q3 accounts (copies attached).

2.4 RISK & AUDIT – the Risk and Audit Panel met on 4th February, the notes from that meeting are presented to the committee for consideration, (copies attached). The Panel next meets on 12th May after the Civic Board.

2.5 HUMAN RESOURCES

2.5.1 New Starters: Democratic

- Amanda Quick started as Council Secretary on 17th February 2020

2.5.2 Changes: Active Trowbridge

- Richard Rees change of job title to Leisure Services Team Co-ordinator
- Jasmine Todd change of job title to Healthier Communities Co-ordinator

Current staffing levels: 21 Sports Coaches plus Administrator (Christina Connor). Changes from 1st November 2019 – 31st March 2020:

- Matt Abreu from 33 to 35hrs
- Matt Morris from 30 to 33hrs
- Caitlin Leatham from 15 to 18hrs
- Chelsey Murden from 35 to 37hrs

2.5.3 Leavers: Democratic

- The Council Secretary, Trish Carpenter, retired on 21st February 2020

2.5.4 Leavers: Active Trowbridge

- Sam Smith left on 16th December 2019
- Sammi Dicks will be leaving on 3rd July 2020 to attend University.

3. TOWN COUNCIL SERVICES

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

3.1 CULTURAL & NEIGHBOURHOOD SERVICES – Delegated to Clare Lyall, Head of Service: Cultural & Neighbourhoods, responsible for the Museum and Neighbourhood Services as well as our relationship with other cultural service providers in the town. Full updates will be presented in reports to committee on 24th March.

3.1.1 MUSEUM - Staff and operations are temporarily at the Civic during the project. They continue to organise weekly sessions, undertake a variety of outreach services and attend events in the town as well as preparing the service to restart in the newly expanded museum.

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

3.2 VENUE SERVICES – Delegated to Juliet Weimar, Head of Service: Resources & Venues, responsible for The Civic and Longfield Community Centre. The Civic Board is responsible for overseeing commercial operation of The Civic and it meets next on 12th May.

3.2.1 Longfield Community Centre – The DVSA now have a lease for the small hall and have closed the testing centre at Westbury from 28th February.

3.2.2 Civic Centre – Activity levels remain high.

3.3 LEISURE & INFORMATION SERVICES – Delegated to Hayley Bell, Head of Service: Leisure & Facilities, is responsible for Active Trowbridge, Information Services and Facilities. Full updates will be presented in reports to committee at their recent meeting 25th February.

3.3.1 Active Trowbridge – the team have been busy delivering February half term activities and pancake day races in Fore Street and are now preparing for Easter.

3.3.2 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 HLF has made a grant of £1,172,500 towards the £2.5million project. The Friends of Trowbridge Museum have contributed £150,000 and the Town Council has borrowed £900,000. The Museum is closed. E W Beard commenced construction in June 2019. And are due to complete in March, there have been some additional costs associated with the roof covering and electrical systems to the existing floor and works to the Mall, but all costs currently remain within the total budget envelope, including contingency. If any additional funding is required, this will be available from Community Infrastructure Levy receipts. The new Museum, expanded to cover two floors, with a new lift shaft, is due to open in Summer 2020. Work is on schedule except for the external cladding to the lift shaft and cosmetic changes within the Shires Mall, which was delayed until January at the request of the Shires and as a result the Landlord is contributing towards delay costs. The government imposed a 1% interest rate surcharge on PWLB loans, which at the time increased the 25-year rate from 1.95% to 2.95%. The impact of this on the second half of the Museum Project loan is that the repayments were estimated to be £25,572 per annum. Rates fluctuate and we did not take the loan until 31st January). Repayments on the first half are £24,675.28 (at 2.63%), and I am pleased to report that the repayments on the second half of the loan are £24,981.74 (at 2.74%) making the total repayments £49,657.02 per annum which is £342.98 better than budget, generating a saving of £8,574.50 over the life of the loan. The total repayments are £1,241,425.50 over the 25 years.

The museum staff will be relocating back to the museum on 17th/18th March 2020.

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 – We have now received Wiltshire Council’s £18,644 for the S106 sports pitch contribution from Newland Homes’. This is being managed by the town council for release to Trowbridge Town Football Club to fund their improvement and development programme. The site is owned by the town council and let to the club.

4.2.2 Doric Park – We are progressing the development of land adjacent to Doric Park to provide a 3G Artificial Turf Pitch (3GATP), parking, changing rooms, education facilities and a gym. The cost will be around £3million. A requirement to secure borrowing of around £2million is anticipated, with other funding from S106 (£555,000) and grants (£500,000) including the Football Foundation. Borrowing will be funded from lettings income. The planning application, has been submitted: [19/10805/FUL](https://www.trowbridge.gov.uk/19/10805/FUL) and we are awaiting approval from the Trowbridge Rugby Club.

4.2.3 Ashton Park – Following consultation by WC with West Ashton and North Bradley PCs about the proposal we are now progressing discussions with Persimmon. Both parishes are happy to let TTC lead and seek to avoid a management company taking it on, as at Castle Mead. The facility is due to be provided on the west side of the West Ashton Road including 6 team changing rooms and car-parking.

4.2.4 Elm Grove – As part of the proposed development of Elm Grove Farm/South View Farm and Drynham Lane the developer is proposing to enhance Elm Grove Recreation Ground with new play equipment and two new junior football pitches with changing facilities and car parking. The plan here shows the location of the existing and extended areas with the changing rooms building and car parking adjacent to the new access road to the south of Comfrey Close.

4.2.5 Paxcroft Mead Cricket Ground – When the surgery extension was built at Seymour on the field previously used by Trowbridge Cricket Club, a contribution towards cricket facilities was made through a S106 agreement. Following a meeting attended by Wiltshire Cricket, Wiltshire Council and the Town Clerk it has been agreed that Wiltshire Council can offer a lease to trustees on behalf of Trowbridge Cricket Club at nil consideration and the Cricket Club would then be responsible for its upkeep and maintenance.

4.3 PARK STORAGE UNIT PROJECT – Tender review took place during January and Rigg Construction have been appointed. The project has now started with a 10-14 week construction timescale.

5. CIVIC & DEMOCRATIC ACTIVITIES

5.1 Calendar of Meetings - Council and committee meetings commence at 19:00 unless otherwise shown and for the next few months are:

Mar-20	
3 rd	Policy & Resources (3 rd Q accounts)
10 th	Town Development
17 th	Full Council
24 th	Museum (18:30)
	Neighbourhood Services
31 st	Town Development
Apr-20	
7 th	Neighbourhood Plan
14 th	NO MEETING
21 st	Town Development
28 th	Town Meeting & Gathering (18:30)
May-20	
5 th	Policy & Resources (Full Year accounts)

5.2 Dates for your diary:

Civic Dinner – Saturday 14th March

Weavers Market – Returns in 2020. Full dates for next year are

Saturday 9th May – incorporating the Lions May Fayre and VE Day 75+1

Saturday 13th June

Saturday 11th July – with the Active Festival in the Park

Saturday 8th August

Saturday 12th September – with the Carnival Country Fayre in the Park and Heritage Open Day

Saturday 10th October – with the Apple Festival in the Park.

Civic Service – Sunday 19th July St James' Church.

6. TOWN DEVELOPMENT

Committee meets 10th March 2020 & 31st March 2020 to consider all regulatory matters consulted on by WC including 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. Application expected Spring 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.

Wain Homes applications [16/00547/FUL](#) [17/12509/FUL](#) for up to 121 houses. Concerns about access, the Local Equipped Area of Play (LEAP) at Southview Park and the cycling and walking network were raised.

B. Sites within the settlement boundary

B1. Under Construction

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](#) 20 houses and flats, Polebarn Rd. Revised application expected soon.

Clark's Mill – [18/00200/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, for sale.

B3. Applications Submitted

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

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:

Homefield House – Conversion to 18 residential apartments.

Manvers House – WC disposing of for conversion to 18 homes. www.onthemarket.com/details/7316989/

C. In Wiltshire Council's Wiltshire Housing Site Allocations Plan (WHSAP):

Elm Grove Farm (WHSAP H2.1) – (partly in North Bradley Parish) Coulston Estates, are promoting development at Drynham Lane, west of the railway for 270 houses and new football pitches. The North Bradley Neighbourhood Plan supports this site. An Outline application has been submitted [19/11459/OUT](#). The town council has raised objections on the basis that the application does not provide a through route to the A363 as required by the WHSAP policy.

Church Lane (WHSAP H2.4) – Accessed directly off Frome Road, is wholly within the town boundary; 45 houses now subject to an access only outline application [18/10035/OUT](#).

Spring Meadows (WHSAP H2.5) – Accessed off Frome Rd is inside the town boundary; 45 houses – Newland Homes have an interest. No application yet.

Land off A363 White Horse Business Park, E. of Woodmarsh (WHSAP H2.2) – Located in North Bradley Parish, 175 houses. North Bradley Neighbourhood Plan supports the allocation of part of this site. Wiltshire Council has still failed to identify where within this very large site the proposed houses are expected to be built. The developer recently undertook a presentation on their proposals prior to application. The Town Council raised concerns related to the proposals being contrary to the WHSAP.

South West of Elizabeth Way ‘Hilperton Gap’ (WHSAP H2.3) - Almost wholly within Hilperton Parish. [Framptons](#) application [16/00672/OUT](#) 170 houses, access off Elizabeth Way. The WHSAP has increased the site to potentially accommodate 355 houses including parcels owned by Wiltshire Council and interest from Barratt Homes and Persimmon. This site is supported by the Hilperton Neighbourhood Plan, but the Plan did not fully consider other sites closer to the village.

Southwick Court (WHSAP H2.6) – Located in Southwick & North Bradley Parishes. Savills on behalf of Waddeton Park are promoting development between the town and Southwick Court. www.landsouthoftrowbridge.co.uk/ indicating access off Frome Rd for 180 houses. North Bradley Neighbourhood Plan draft indicates acceptance of the small part which is in North Bradley. The Town Council will be considering this further at the Town Development Committee meeting on 10th March.

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

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

6.4 Wiltshire Core Strategy Review – The Town Council considers that in order for Trowbridge to continue to grow 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 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 greenbelt 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 may also be considered detrimental to the sustainable integrity of Trowbridge and its town centre, unless an alternative Staverton bridge could be achieved as part of any such development.

6.4.1 GREEN INFRASTRUCTURE & OPEN SPACE STUDY (AGENDA ITEM 10) – As part of the work to inform the Core Strategy, WC are undertaking a GI&OS and have asked the town council to complete a survey including maps of each area. The Town Clerk circulated the information to councillors on Monday 24th February and will make available to public survey on the town council web-site.

RECOMMENDATION: That councillors provide input to the Town Clerk by Monday 23rd March and delegate compilation of the Green Infrastructure and Open Space Study data to the Town Clerk, for submission to Wiltshire Council by 31st March.

6.5 Neighbourhood Plans

6.5.1 Trowbridge – The Steering Group has reviewed the Scoping Report which is in the process of being edited and the initial consultation results and The Masterplan. Further work will be considered when Wiltshire Council recommences work on the review of the Local Plan. At the moment though it may be necessary to reconsider if Trowbridge should pursue a Neighbourhood Plan.

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 has been designated as a Neighbourhood Plan area.

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

6.6 Future High Streets Fund (FHSF) – Wiltshire Council has appointed Inner Circle consultants to undertake the bidding work including engagement with community and partners. The town council will be fully involved in assembling the detailed bid. We anticipate that the bid will be for around £7 to £12 million.

I have attended two meetings with Wiltshire Council officers and Wiltshire Wildlife Trust to consider the most appropriate projects to include from the Masterplan. Please use the links on the Wiltshire Council web-site which look like this:



Here is the link: <http://www.wiltshire.gov.uk/economic-regeneration-regeneration>

Trowbridge Masterplan



The Masterplan elements which will be part of the bid are likely to include:

- Two-way traffic scheme on Hill St/Upper Broad St/Conigre allows traffic on Wicker Hill to be reduced significantly and improved pedestrian links from the Railway Station and Inox Mills to the Old Town Centre.
- The town council requested inclusion of reversal of traffic on Manvers St to remove more traffic from Wicker Hill and a north-south cycle link along Wicker Hill/Manvers St/Fore St.
- Improved pedestrian/cycling links along the River Biss linking Inox Mills through the Shires to East Wing, St Stephen's Place and Biss Meadows.
- Improved links from the Old Town Centre around the Town Hall and Castle Place to St Stephen's Place and the Civic Centre; alongside the Park; through a re-developed multi-storey, and along Castle St.

- Land assembly in the area bounded by Court St and Castle St currently the home of the Toy Shop, Hand Car Wash, Printers and private parking lots. This would allow an improved pedestrian link from the Old Town Centre to Cradle Bridge, the provision of alternative bus bays, a new town square, (Henry de Bohun Place perhaps?), opportunities for re-use of the mills between Court Street and the river and pedestrian links to County Hall and East Wing.
- The pedestrianisation of Market Street and Silver Street associated with moving the bus stops and taxi rank to Castle Street.
- The redevelopment of East Wing to provide leisure facilities and a pedestrian link from County Hall to the town centre via a new pedestrian footbridge over the river to Court Street providing a link to the Town Hall.
- Contribution to the Town Hall to develop it further for arts and community uses to act as a focal point to the town with links to the Railway Station, St Stephen's Place and County Hall.
- A comprehensive new wayfinding scheme with pedestrian and cycling signage covering the town centre area and routes to and from the town centre to suburbs and surrounding communities.

6.7 Temporary Closure of: A363 Stallard Street (Part), Trowbridge (02/03/20 - 06/03/20) – I have received the following from Parvis Khansari, Director Highways and Environment, Wiltshire Council in response to the request for a change to the proposal:

Stallard Street was subject to repair work recently to make it safe, but it is probably not appreciated how bad its underlying condition is. There is a need to carry out deep excavations to improve the structural condition of the road. Unfortunately, the scale of the work required means that it is not something that can be done on a Sunday, and needs extensive work which is also complicated by the access issues for the station car park and other properties. Having reviewed the proposals, I can confirm that it is intended to postpone the works until the school summer holidays when traffic flows are reduced and there are lighter evenings. There is never a good time to do this type of work, and with limited road capacity and restricted diversion routes some disruption will be inevitable. In the mean time we will be carrying out repairs as necessary to deal with its deteriorating condition and keep the road safe.

6.8 Major Road Network (MRN) and Large Local Majors (LLM) programme - I have received the following from Allan Creedy, Head of Service: Sustainable Transport at Wiltshire Council.

The government has announced its support to fund two major road improvement schemes in Wiltshire, the A350 Melksham bypass and A338 at Salisbury. Wiltshire Council will now develop outline business cases for the two schemes to enable them to progress to the next stage of development under the government's Major Road Network (MRN) and Large Local Majors (LLM) programme.

Cllr Bridget Wayman, Cabinet Member for Highways, said: "This is fantastic news for Wiltshire, and we're delighted that these schemes have been given the green light to go ahead. "This funding prioritises the busiest and most economically important roads in the Western Gateway, and will improve connections in the south west, reducing journey times and improving the roads for the people of Wiltshire and visitors to our county.

"We also have £40m worth of other bids in the pipeline that we hope will be included in the next phase of funding announcements, including dualling the A350 at Chippenham to Lackham, and major improvements at Junction 17 of the M4. "In Westbury, we're intending to bid for funds to improve the A350, but this scheme will fall into a further round of government funding, which won't begin until 2025."

The Melksham scheme, which is estimated to cost around £135m, will bypass the town centre and in turn resolve a critical pinch-point on the A350, improving north to south connectivity throughout the Western Gateway in the south west. It is a part of a package of road improvement measures that will improve the northern section of this north-south route.

As well as reducing journey times and delays, the scheme will provide significantly enhanced walking and cycling between Melksham town centre and the railway station and other parts of the town. On the A338 in Salisbury, the estimated £17m of improvements will reduce congestion and improve safety by an extensive remodelling of the Harnham and Exeter Street roundabouts, along with optimising the signals at Park Wall junction on the A36.

Both schemes are important to support planned and future growth. Outline business cases for these schemes will now be developed to move the projects forward.

6.9 Longfield Gyatory - Wiltshire Council made the following announcement on Monday 24th February:

Wiltshire Council bids for government funding to improve local transport in Trowbridge

Wiltshire Council has submitted a bid for £6m to the Department for Transport to help address traffic congestion in Trowbridge and improve infrastructure for pedestrians, cyclists and buses. The submission aims to improve conditions at and around the Longfield roundabout in Trowbridge. If approved, the money will bring a range of improvements to the traffic flow and public transport in the area, including:

- Improving the pedestrian and cycle network, creating linked-up routes between the town centre and surrounding retail, employment and residential areas.
- Improve safety for pedestrians and cyclists by segregating them from vehicles and providing safe crossing points.
- Reduce delays for bus services.
- Reduce congestion to help cope with increased demand from new developments.

Cllr Bridget Wayman, Cabinet Member for Highways and Transport, said: "We have submitted a strong bid for funding from the government's 'pinch point' fund to improve Trowbridge's Longfield roundabout for the benefit of all road users in the town. If we're successful, it will make a positive difference to walkers, cyclists, public transport and drivers in Trowbridge, improving links between the town centre and housing developments, and helping to support economic growth."

The Department for Transport's national pinch point fund invites bids from local authorities for high-impact schemes to help address congestion pinch points. The fund is £150 million in total; £75 million for financial year 2021/22 and £75 million for financial year 2022/23.

It is hoped that an announcement on the allocation of funding will be made later this year.

7. TROWBRIDGE PARTNERSHIPS - The Town Council Strategy says:

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

7.1 Transforming Trowbridge - is being dissolved and a resolution was passed at the Policy & Resources meeting on 5th March 2019 that the Town Council's share be returned to General Reserves.

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 Trowbridge Future (TF) – Work with partners in our most deprived communities (Studley Green, Seymour/Adcroft & Longfield). Receive a grant from the council, utilise the Cabin at Seymour and operate the Shires Community Hub. Councillors may use the Hub for surgeries, contact tcnaf@trowbridge.gov.uk. TF have also applied to install a Cabin at Studley Green. <http://trowbridgefuture.org.uk/>

7.4. 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/

7.5 Studley Green Child Well-being project – both TF and WCF are working on a project for Studley Green, as the county's most deprived community. The Town Council and other partners are also involved.

7.6 Trowbridge Town Trust – makes grants to individuals and organisations paulvingoe@hotmail.com, and operates the Town Hall, including Trowbridge Arts. The Town Council gives them an annual grant. <https://www.trowbridgetownhall.com/>

7.7 St James' Trust – makes grants to organisations thetrust@stjamestrowbridge.co.uk

7.8 Chamber of Commerce – www.trowbridgechamber.co.uk/team

7.9 Investors in Trowbridge - Officers and councillors have attended recent meetings with a group of developers and property owners to discuss opportunities for cooperative investment in the town.

7.10 Trowbridge Talking News – service for the visually impaired, TIC is the drop off point. We are now assisting with reading, additional volunteers would be welcome, contact info@trowbridge.gov.uk

7.11 Selwood Housing - the main social housing provider in Trowbridge. Their regular report was recently circulated to councillors.

7.12 Trowbridge Town Hall Trust – David Lockwood is Director of Trowbridge Town Hall Arts, working for the Trust. Cllr Palmen and Cllr Cavill are Trustees.

7.13 Wiltshire College – The council is forging a partnership with the College to establish new courses based at Doric Park. The Clerk attended their apprentice awards evening at the Civic Centre.

7.14 Fairtrade – Coffee Morning to be held at Wesley Road, Methodist Church Hall on Saturday 7th May 10am–12noon. All welcome.

8. WILTSHIRE

8.1 Wiltshire Council - Trowbridge Area Board – Includes the parishes of Hilperton, West Ashton, North Bradley and Southwick. Next meetings are: **5th March 18:30 for 19:00 County Hall** to consider grants, **12th March, 18:00 at John of Gaunt School** and **7th May 2020 18:30 for 19:00 County Hall**. You can view meeting details from the link: [Meeting details](#) . The Community Engagement Manager is Liam.Cripps@wiltshire.gov.uk.

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 Wiltshire Special Schools Representation - We have received this from Wiltshire Council:

We would like to draw your attention to Wiltshire Council's Statutory Notice regarding the closure of:

- St Nicholas School, (Special) Malmesbury Road, Chippenham, Wiltshire, SN15 1QF
- Rowdeford School, (Special) 2 St Edith's Marsh, Rowde, Wiltshire. SN10 2QQ, and
- Larkrise School, (Special) Ashton St, Trowbridge, Wiltshire. BA14 7EB

And the related opening of a new maintained, community special school across the three existing sites on the 1 September 2020. The full proposal and a letter to explain the purpose of this consultation is available on Wiltshire Council's [consultation portal](http://consult.wiltshire.gov.uk/portal/education): (<http://consult.wiltshire.gov.uk/portal/education>). We welcome responses to this proposal (made via an online survey found at the above link). Closing date for responses is 5pm Friday 6 March.

8.1.3 FREE PARKING DAYS (AGENDA ITEM 9) - Wiltshire Council have agreed that the Court Street car-park can once again be allocated for two days for the fun fair for Carnival weekend. In addition it is proposed that free parking is allocated to each of the Weavers' Market days which include a number of other events. Free parking is not available in November and December.

RECOMMENDATION: That free parking days are awarded for 2020 in accordance with the Wiltshire Council Policy as follows:

	Sat 9 May	Sat 13 June	Sat 29 June	Sat 11 July	Sat 8 August	Sat 12 Sept	Sat 10 Oct	Carnival	Carnival	TOTAL
Bradford Road	24		24						24	
Broad Street	33		33							
Church Street	36		36						36	
Court Street	78		78					78	78	
Lovemead	165	165	165	165	165	165	165			
St Stephen's Place	438									
Total x 2	1548	165	336	165	165	165	165	78	138	1542

8.1.4 Castle Place Multi-Storey Car Park – WC has resolved to pursue the sale of the multi-storey car-park to the owners of Castle Place (APAM). If this proceeds, the restrictive covenant on charging would be nullified. APAM are likely to wish to redevelop the site in the longer term, retaining parking for their customers at Castle Place and St Stephen's Place. The town council did not pursue purchase of the car park, as we would need to abide by the covenant and fund maintenance and repair.

8.1.5 CATG – The Community Area Transport Group considers highway safety improvements with a delegated budget, parish & town councils contribute up to 33%. Councillors and the public can submit requests for consideration which need to be approved by the town council. The Town Clerk can provide the necessary forms. The next meeting is on 23rd April. Items for approval by the town council will be considered by the Town Development Committee on 31st March. Items for budget allocation, once approved by CATG go the Neighbourhood Services Committee which has a budget of £15,000.

Drynham 20mph (excluding Holbrook Lane)	£4,000.00	Completed
Footway improvements in Bellefield Crescent	£972.40	(paid April 2019)
Footway works Union Street (Hiscocks Eng.)	£1,533.00	(paid April 2019)
Pitman Avenue to Gloucester Road to formalise cycling	£500.00	(paid Feb 2020)
Street nameplates	£158.00	(paid Feb 2020)
Broadcloth Lane, Clothyard and Weavers Drive, 20mph speed limit assessment	£833.00	(paid Feb 2020)
College Road/Sycamore Grove, additional bollards	£156.00	(paid Feb 2020)
Survey into pedestrian crossing on Seymour Road	£200.00	
TOTAL	£8,352.40	
REMAINING BALANCE	£6,647.60	
ADDITIONAL CONTRIBUTIONS FOR APPROVAL:		
Footway West Ashton Road to link to cycle route	£3,500.00	
LEAVING	£3,147.60	

8.1.6 Speed Indicator Device – The Town Council has made a bid to 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. The application will be considered at the Area Board on 12th March.

8.1.7 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).

8.1.8 Service Delegation & Asset Transfer (SDAT) – The following have already been transferred from Wiltshire Council:

- Town Park
- Allotments (3 sites including garages)
- closed churchyards (3 sites)
- Grit bins
- Play areas
- Bus shelters

The town council has also commenced street care using our own sweeper and weed-ripper.

WC wish to commence discussions with Trowbridge in May 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 and a commencement of April 2022. The Town Council would also be interested in delegation of street trading licensing. No funding is available for town and parish councils taking on additional assets and services. Wiltshire Council has indicated that it is only prepared to undertake any further transfers on an all or nothing basis. See the attached;

Appendix A, Wiltshire Council Grounds Maintenance and Property Map

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

Other car-parks are classed as strategic assets by WC and therefore not up for transfer:

- Upper Broad Street car-park
- Broad Street crescent car-park
- Lovemead car-park
- Church Street car-park

- 8.1.8.1 Trowbridge Cemetery** - The gate house was sold at auction for a guide price £150,000.
- 8.1.9 Joint Strategic Assessment** – A special meeting of the Area Board may be held at the civic Centre on 7th May to consider the JSA, which is the response from Wiltshire Council to the Indices of Deprivation.
- 8.2 Health Services** – Wiltshire and Swindon have merged with Bath & NE Somerset to create Wiltshire, Bath & Swindon Clinical Commissioning Group (WCCG) which is responsible for commissioning ‘Primary Care’ services to people registered with local GPs. A range of services including clinics, birthing centre and minor injuries are provided at the Hospital. It is currently proposed that these services will transfer to a new build facility; either adjacent to the hospital or the White Horse Business Park, following the decision not to locate at Bythesea Road. A meeting is being held on 2nd April with the CCG to consider their proposals, the Mayor, Leader, Deputy leader and Cllr Kirk will be attending. An invite will be extended to them to make a presentation at the March Full Council meeting.
- 8.2.1 Maternity Care** – The CCG have now made a final decision to cease the birthing unit service at Trowbridge Hospital and establish an alongside midwifery unit at the Royal United Hospital, offering this option to a larger population. Pre and post-natal services will continue to be provided in Trowbridge.
- 8.2.2 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 Local Performance & Scrutiny Committee Meeting: 22nd May, Devizes, 10:00–12:00
- 8.4 Wiltshire Police** – Inspector Andy Fee reports regularly to Full Council meetings. Councillors and the public are urged to sign up for [Community Messaging](#) including details of charges and crimes reported.
- 8.4.1 Rough Sleeping & Begging** - If anyone is sleeping-rough then reports should be made via [StreetLink](#) which will be passed on to the team at Wiltshire Council. www.streetlink.org.uk/. All rough sleepers referred to Wiltshire Council are offered a bed for the night, and are then 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. Baroness Scott of Bybrook has been appointed the President of NALC. Cllr Hill undertook a Neighbourhood Planning training course on 4th February with WALC.
- 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** – The next meeting is in Trowbridge on Tuesday 21st April at 10:00 the Leader, Deputy Leader or Mayor may like to attend.
- 8.10 Society of Local Council Clerks (SLCC)** – The Council pays the fee for the Clerk to be a member of the Society of Local Council Clerks (SLCC), which provides training and advice. The Town Clerk is a Director of SLCC. The Clerk attended the Practitioners Conference on 26/27 February.

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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