

Town Clerk's Report to Policy & Resources 5th May 2020

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

As a result of Covid 19 and the government's advice, the meeting of the committee will not take place, instead this report is being circulated and members of the committee should respond to the Town Clerk by midnight on 5th May with any comments. Following this, the Town Clerk will make any decisions resulting, that would otherwise have gone to the committee.

1. POLICY

1.1 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 boundaries around Trowbridge. A public meeting was due to be held at County Hall on Wednesday 6th May. The town council has requested that all of the areas allocated for 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: www.wiltshire.gov.uk/communitygovernancereview

- 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.

1.2 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, Council **RESOLVED: That Trowbridge Town Council Declare a Climate Emergency.**

In January the Committee **RESOLVED: i) That the Town Council approves all of the 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.*

The Council has now signed a new green energy deal that will deliver 100% renewable electricity for an additional approx. 1% on its total bill.

RECOMMENDATION: That a group of three councillors are appointed to establish the group, set terms of reference and consider other people and organisations to be represented on the group so that the liaison group can be established when appropriate.

1.2.1 Carbon Neutral Support Funding. The Town Clerk became aware that Somerset County Council had allocated £1 million to support parish and town councils for Carbon Reduction initiatives. Tracey Carter (Interim Waste Transition and Carbon Reduction Officer) was asked if Wiltshire Council will also be funding parish and town councils with carbon reduction initiatives. The reply stated that, 'At present the priority is the council's response to coronavirus therefore Wiltshire Council's focus on the climate emergency will continue when circumstances and resources permit'. But there is no indication of any funding being available.

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 could write to the candidates for Police & Crime Commissioner elections in 2021. We have made initial enquiries with consultants regarding potential for a review but will not pursue this until after the PCC elections in May 2021. We would need to agree an extension to the current contract with the Shires which ends in April 2021 and we would need to consider if it is worth continuing to pursue the owners of the Gateway who have consistently failed to pay their contribution.

1.4 PUBLIC OPEN FORUM (AGENDA ITEM 5) – At all of its Council and Committee meetings the town council includes a Public Open Forum. The relevant Standing Orders are:

A7.2 Each meeting of the council, committees or sub-committees will include Open Forum, a period for public participation, allowing members of the public to make representations, answer questions or give evidence relating to the business being transacted at that meeting or on any subject of relevance to the town. If a member of the public wishes to speak the Chair will ask them to give their name and address and to state whether he/she wishes to speak at the Open Forum or at the point at which the agenda item he/she is interested in is due to be considered, indicating that agenda item. The Chair will then confirm to the member of the public whether he/she may speak at the point at which the agenda item is due to be considered, or whether he/she should speak during the Open Forum.

A7.3 The time designated for Open Forum and for individual contributions is at the discretion of the Chair.

A7.4 A question asked by a member of the public during a public participation session at a meeting shall not require a response or debate. The Chair may direct that a response to a question posed by a member of the public be referred to a Councillor or to an officer for a written or oral response.

Cllr Kirk has suggested that the council should also give members of the public the opportunity to make further comments towards the end of each meeting. The Standing Orders do not preclude this and do not need to be changed for this to happen. The reason that no debate or response is required is to avoid the council making a decision on a matter for which they do not have all of the relevant information and also that no decisions should be taken on matters that are not detailed in the agenda or accompanying papers. It would be appropriate to ensure that answers given are clearly detailed in the minutes and where responses are not given at the meeting or are referred to committee that this is also made clear in the minutes.

RECOMMENDATION: That for a trial period of one year, commencing at the earliest opportunity (when restrictions on holding meetings have been lifted) an additional Open Forum is added to the agenda for each Council and Committee meeting, prior to any matters which require the exclusion of the press and public and otherwise prior to consideration of Media Releases. That this is reviewed at the Full Council Meeting one year after commencement. And that the minutes should clearly record; questions from the public and responses given at the meeting; or that a response will be given at a later date; or that the matter has been referred to a committee.

1.5 STREAMING MEETINGS – At the briefing meeting on 21st April it was again raised that the council should consider setting up its own streaming of meetings to give members of the public a greater level of access to the decision making processes. This has been suggested previously and a member of the public recorded and published the proceedings at the last full council meeting in March, but some concerns have been expressed at the need for the material to be presented in an independent way. Appropriate officers will be assessing the options in the coming months to bring forward a solution.

2. **RESOURCES**

2.1 **FINANCIAL RESOURCES**

2.1.1 GRANTS – The town council is currently unable to confirm if it will have any resources available during 2020/2021 for grants. The town council normally awards Core Grants to a number of local organisations and events each year and also has an open application grant budget available. Applications normally need to be submitted by 30th April each year to be awarded in July. The town council will still accept applications up to 30th September and will not make any decisions on grant awards until 2021. Grants will then be presented at the Annual Town Meeting in April 2021.

2.1.2 MANAGEMENT ACCOUNTS – The Year End accounts are currently being prepared and following changes to the rules governing approval and publication they can now be presented for approval at the meeting of Full Council on 21st July. **A draft will be available at the meeting.**

2.1.3 RISK & AUDIT – the Risk and Audit Panel last met on 4th February, the notes from that meeting were presented for consideration in March. The Panel was due to meet on 12th May and this will now be covered in the weekly briefing on 26th May.

2.1.4 NATIONAL PAY REVIEW - The National Employers for Local Government Services, which negotiates pay on behalf of 350 local authorities in England, Wales and Northern Ireland have made a final offer to the National Joint Committee (NJC) trade union representatives: Council employees have been offered an improved pay increase of 2.75% from 1 April 2020, on all NJC pay points 1 and above, on the NJC Green Book pay spine. Trowbridge Town Council are signed up to the NJC Green Book pay spine, and therefore any approved increase between the National Employers and the trade unions will need to be implemented. The National Employers pay tribute (as has the Secretary of State) to the contribution staff are making towards the national effort to deal with the Covid-19 emergency.

2.2 **HUMAN RESOURCES**

2.2.1 New Starters: None.

2.2.2 Changes: Active Trowbridge - The majority of Active staff have been furloughed. One Sports Coach is continuing to work in schools and Aaron Seviour is supporting the community delivery service. A number of furloughed staff are volunteering to support the community.

Civic Centre – The majority of Civic Centre staff have been furloughed, Paul Weimar is supporting the community and ensuring the building remains open for Blood Donor sessions.

Events – Our events officer has been furloughed.

2.2.3 Leavers: Active Trowbridge - Sammi Dicks will be leaving on 3rd July 2020 to attend University.

3. TOWN COUNCIL SERVICES

Heads of Service continue to make detailed reports to their respective committees, which will be 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. This will be covered in the weekly briefing on 30th June.

3.1.1 MUSEUM - Staff and operations have officially returned to the Museum and are 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 these and it was due to meet on 12th May. This will now be covered in the weekly briefing on 26th 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 – Remains open for occasional access to the offices and for Blood Donor Sessions.

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

3.3.1 Active Trowbridge – We have supported schools up to the end of the Easter holidays but the majority of staff have now been furloughed.

3.3.2 Facilities – The team have been supporting the community assistance and technical support for remote working.

3.4 Coronavirus Emergency Response – Following Government advice, the Civic Centre has been closed for most activities. Many colleagues are working from home and can be contacted by phone and email. The council is contactable by the public through our Information Services team for advice and information regarding assistance with shopping and delivery and collection of prescriptions. Weekly briefings have been held each Tuesday evening remotely using MS Teams to keep Councillors updated.

3.5 Financial Implications Of Coronavirus Emergency – The option to furlough staff is restricted by the commercial income rule, so only staff in income generating departments can be furloughed. In addition, reduction in expenditure has been implemented for projects, equipment repairs, play areas, premises repairs and grants. We have put a freeze on unnecessary expenditure and recruitment, with no new contracts being issued. The legislation specifically excludes organisations which raise a precept, such as parish and town councils from receiving Business Rates rebates or Small Business Grants. At the moment, if we are able to continue to furlough staff during the restrictions and claim from the government we do not expect to have a significant impact on the council's financial position in 2020/2021. The biggest risk is likely to be in the Civic Centre where activities are likely to be most restricted for a longer period.

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 with repayments totalling £49,657.02 per annum, £342.98 better than budget, generating a saving of £8,574.50 over the life of the loan. Total repayments are £1,241,425.50 over the 25 years. The Museum remains closed. E W Beard completed construction in April 2020, except for a small number of external items and they will return to complete with no delay costs to the council. All costs remain within the total budget envelope, including contingency. The new Museum, expanded to cover two floors, with a new lift shaft, is due to open in Autumn 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 received £18,644 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 development of land adjacent to Doric Park to provide a 3G Artificial Turf Pitch (3GATP), parking, changing rooms, education facilities and gym. The cost will be around £3m. A requirement to secure borrowing of around £2m is anticipated, funded from lettings income, with other funding from S106 (£555,000) and grants (£500,000) including the Football Foundation. The planning application, has been submitted: [19/10805/FUL](#) and we are awaiting approval from the Rugby Club.

4.2.3 Ashton Park – Following consultation with West Ashton and North Bradley PCs TTC are leading discussion with Persimmon, trying to avoid a management company, as at Castle Mead. The facility is due to be provided to the west of West Ashton Road with 6 team changing rooms and car-parking.

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

4.2.5 Paxcroft Mead Cricket Ground – When the surgery extension was built on the Cricket Club Seymour practice field, a S106 contribution for cricket was made. WC is now seeking to offer a lease to trustees at a peppercorn and the Cricket Club would then be responsible for upkeep and maintenance.

4.3 PARK STORAGE UNIT PROJECT – Rigg Construction have been appointed as main contractor. The project has started but is delayed as the steelwork supplier is unable to supply due to the government restrictions. **Please also see a separate report on the Park Storage Project detailing the finances and the history of decision making on the project.**

RECOMMENDATION: That the committee notes the report and that the decision making process has been thorough and transparent throughout the development and implementation of the project.

5. CIVIC & DEMOCRATIC ACTIVITIES

5.1 Calendar of Meetings - Council and committee meetings commence at 19:00 on MS Teams and until further notice only the Full Council meetings in bold will take place as official meetings. If any member of the public would like to join the meeting and ask questions please e-mail lance.allan@trowbridge.gov.uk or amanda.quick@trowbridge.gov.uk and we will send you a link.

May 2020	
5 th	Weekly briefing - Policy & Resources
12 th	Weekly briefing - Town Development
19th	Annual Town Council Meeting (Mayor making)
26 th	Weekly briefing - Risk & Audit Panel
	Weekly briefing - Civic Board
June 2020	
2 nd	Weekly briefing - Town Development
9 th	Weekly briefing - Leisure & Information Services
16 th	Weekly briefing
23 rd	Weekly briefing - Town Development
30 th	Weekly briefing - Museum
July 2020	
7 th	Weekly briefing - Policy & Resources
14 th	Weekly briefing - Town Development
21st	Full Council (Annual Accounts)
28 th	Weekly briefing

5.2 Dates for your diary:

Weavers Market – Returns in hopefully 2020. Anticipated dates are:

Saturday 11th July (**Active Festival** has been cancelled)

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?

Armed Forces Weekend – CANCELLED.

6. TOWN DEVELOPMENT

Committee meetings are replaced by a weekly briefing for councillors, which on 12th May 2020, 2nd & 23rd June and 14th July 2020 will 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 2019. Application expected 2020.

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

6.2 Housing Sites – Some have been delayed pending resolution of mitigation measures associated with Bechstein Bats at Biss and Green Lane Woods. The following provides a summary of the situation.

A. Ashton Park and associated sites.

Ashton Park – Persimmon (mainly in West Ashton and North Bradley Parishes), [15/04736/OUT](#) for 2,500 houses, employment area, sports pitches, open space, allotments, play areas, 2 primary and 1 secondary schools and A350 improvements was permitted in April 2018, S106 agreement being negotiated.

Wain Homes applications [16/00547/FUL](#) [17/12509/FUL](#) for up to 121 houses. Concerns about access and the cycling and walking network were raised.

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 – [19/11802/FUL](#) 20 houses and flats, Polebarn Rd.

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

United Church Buildings – 18/03338/FUL & [18/03856/LBC](#) for conversion into 26 apartments, 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. The new Trowbridge Care Centre should be open in 2023.

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 North Bradley Parish) Coulston Estates, are promoting development at Drynham Lane, west of the railway for 270 houses. North Bradley Neighbourhood Plan supports this. An Outline application has been submitted [19/11459/OUT](#). The town council raised objections because the application does not provide a through route to the A363 as required by the WHSAP policy.

Church Lane (WHSAP H2.4) – Accessed off Frome Road, 45 houses, outline application [18/10035/OUT](#).

Spring Meadows (WHSAP H2.5) – Accessed off Frome Rd; 45 houses, Newland Homes, no application.

Land off A363 White Horse Business Park, E. of Woodmarsh (WHSAP H2.2) – North Bradley Parish, 175 houses. North Bradley Neighbourhood Plan supports part of the site. WC fails to identify where in this very large site the houses are expected to be built. The developer undertook a presentation 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 in 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) – In Southwick & North Bradley Parishes. Savills for Waddeton Park promote development between the town and Southwick Court. www.landsouthoftrowbridge.co.uk/ with access off Frome Rd for 180 houses. North Bradley Neighbourhood Plan indicates approval. The Town Council raised significant objections 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 adopted the plan on 25th February, allowing applications in section C above to be determined.

6.3.1 Trowbridge Bat Mitigation Strategy (TBMS) – Wiltshire Council adopted 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 Green Belt review, other options such as this will need to be considered. A significant number of new houses could be built to the south of North Bradley and Southwick in conjunction with a bypass from Philips Way to Hoopers Pool, thereby eliminating the need for a Westbury by-pass and stopping the coalescence of these two villages with Trowbridge. Further development to the east of Hilperton may be considered (in preference to the coalescence of Trowbridge and Hilperton through development between Elizabeth Way and the village), but would probably be detrimental to the sustainable integrity of Trowbridge and its town centre, although an alternative Staverton bridge could potentially be achieved as part of any such development.

6.4.1 Green Infrastructure & Open Space Study – The results of the assessment in Trowbridge were submitted to Wiltshire Council on 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, the initial consultation results and The Masterplan. Further work will be considered when Wiltshire Council recommences work on the review of the Local Plan. It may be necessary to reconsider if Trowbridge should pursue a Neighbourhood Plan at all.

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, Steeple 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.

6.7 18 Tonne Weight Limit, A36, Cleveland Bridge Bath – A response has been received from Michelle Donelan MP following the lack of consultation from B&NES regarding the imposition of an 18 tonne weight restriction on the A36. Michelle acknowledged the closure of Cleveland Bridge has had a significant effect in several areas of the Chippenham constituency. She has raised the issue with Wiltshire Council weeks to ensure the county has the appropriate level of involvement going forward and has received a response from Philip Whitehead which has been circulated.

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 tcaf@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,

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

7.8 Chamber of Commerce – www.trowbridgechamber.co.uk/team New President is Kez Garner (property owner); New Vice President is Pepper Barney (architect). Seeking a new Secretary of the Chamber at the next meeting. The Trowbridge Chamber will be relaunched with monthly meetings on 1st Wednesday of each month at Leykers.

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

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.

7.15 TROWBRIDGE CARNIVAL (AGENDA ITEM) - Councillor Piazza has requested that the Policy & Resources Committee considers this matter:

With the announcement that Trowbridge Carnival's grant funding has been suddenly cut from £5,000 to £3,000, the Trowbridge Carnival Committee and residents of Trowbridge are extremely concerned that the future of the carnival is potentially at risk due to financial restraints which will impact their ability to operate in the foreseeable future. Trowbridge Carnival is an important part of our community. It is an event which does not discriminate, welcoming all individuals and groups of Trowbridge to join in on the fun and celebrate what makes our town so special. It is a free event in which anyone can attend: schools, churches and charities involve themselves and celebrate the spectacle that is our town with illuminated floats. It is fantastic.

Would the Town Council agree to support Trowbridge Carnival financially if their cash reserves reach dangerously low levels which would put them in a position in which they are unable to operate efficiently, able to deliver the same spectacle that they do each and every year.

RECOMMENDATION: Given the unknown impact of coronavirus on the Town Council finances it would be imprudent to commit to any expenditure, particularly that which is not included in the budget, but the Committee and the Council should reconsider its budget cut when setting the budget for 2021/2022 and restoring the grant to previous levels.

7.16 TROWBRIDGE FRENCH TWINNING ASSOCIATION (AGENDA ITEM) - Councillor Piazza, as the town council's appointed representative to the Association, has requested that the Policy & Resources Committee considers this matter: **Please see attached a separate report on this matter which details a proposed agreement between the Council and the Association.**

RECOMMENDATION: That the committee approves the proposed agreement in principle, subject to minor amendments to be made by officers and that the agreement should form the basis of a Service Level agreement with each of the four Twinning Associations to allow the Council to continue paying an annual grant to each of them and contributing towards twinning activities as per the Grants Policy.

8. **WILTSHIRE**

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

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 1/9/20. 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 - Free parking days were allocated for 2020 as follows:

	Sat 9 May	Sat 13 June	Sat 27 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. An on-line meeting was held on 23rd April. Items for budget allocation, are normally considered by the Neighbourhood Services Committee which has a budget of £10,000 each year.

2019/20

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)
TOTAL	£8,152.40	

2020/21

Survey into pedestrian crossing on Seymour Road	£200.00	
Broadcloth Lane, Clothyard and Weavers Drive, 20mph speed limit implementation.	£1375.00	
Newtown Pedestrian Crossing	£800.00	
Footway West Ashton Road to link to cycle route	£3,500.00	
TOTAL	£5,875.00	

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

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 town council has commenced street care using our own sweeper and weed-ripper. The following have already been transferred from WC:

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

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

- 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 was scheduled for 7th May to consider the JSA, which is the response from Wiltshire Council to the Indices of Deprivation.

8.2 Health Services – Wiltshire, Bath & Swindon Clinical Commissioning Group (WCCG) is responsible for commissioning 'Primary Care' services to people registered with local GPs. A range of services including clinics, maternity and minor injuries are provided at the Hospital. It is currently proposed that these services will transfer to a new build facility adjacent to the hospital and Trowbridge Health Centre. A planning application has now been submitted. [20/03255/OUT](#)

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.

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 – No meetings scheduled.

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.

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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