

**These minutes will be presented to the next Trowbridge Area Seminar on 6
February 2006 for approval as a correct record**

WEST WILTSHIRE DISTRICT COUNCIL

MINUTES

Minutes of the: **TROWBRIDGE AREA SEMINAR**

Held on: **17 OCTOBER 2005**

Held in: **CONFERENCE ROOM, WILTSHIRE COUNTY
COUNCIL OFFICES, TROWBRIDGE**

Present:

West Wiltshire District Council Representatives: Oldrieve * (Chairman), Brice, Bryant, Burnan OBE,
Carbin, Clark (part), Knight, Osborn *

County Council Representatives District Members listed above with an asterisk

Trowbridge Town Council Representative

Parish Council Representatives Clark – Hilperton (also District Council Representative)
Polglase – Southwick (also Parish Liaison Group Representative)

Parish Liaison Group Representative Gaynor Polglase (also representing Southwick Parish Council)

Community Area Partnership Representative

Officers: Gwilym Gibbons – Community Initiatives Manager
Trevor Savage – Leisure Manager
Jacky Nicholas – Community Development Officer
Melanie Stimpson – Member Support Officer

24 APOLOGIES

Apologies for absence were received from Councillors Conley, Content, Hill, James, Phillips OBE, Swabey, Staverton Parish Council and West Ashton Parish Council.

25 MINUTES

The minutes of the meeting held on 18 July 2005 were approved as a correct record and signed by the Chairman.

26 DECLARATIONS OF INTEREST

No declarations of interest were received

27 ANNOUNCEMENTS FROM THE CHAIRMAN

The Chairman made no announcements.

28 UPDATES

Following the previous Trowbridge Area Seminar on 18 July 2005 a number of recommendations were made.

Street Scene

After Trowbridge Area Seminar made the following recommendation to the Scrutiny Committee:

Trowbridge Area Seminar supports a Scrutiny review of street scene and requests reports back on any outcomes

A report was presented to the Scrutiny Committee on 7 September. Scrutiny Committee resolved that: -

A Task and Finish Group be established with the following membership:

Cllrs Oldrieve (Chairman), Cunliffe-Jones, Mudge and Manasseh

The Task and Finish Groups Remit would be to:

Examine the issue of street cleansing and grounds maintenance in more detail to include recommending areas for improvement and appropriate mechanisms for monitoring performance and report back to the next meeting of the Scrutiny Committee. The Scrutiny Committee would then be able to determine whether there were any outstanding issues that needed to be brought to the attention of Cabinet.

Cllr Oldrieve, as Chairman of the Task and Finish Group, informed Members that the Group had already held two meetings. A further two meetings were scheduled after which the Task and Finish Group would be reporting back to the Scrutiny Committee.

Trowbridge Sports Centre Management Body

The Trowbridge Area Seminar on 18 July resolved that a report be brought to Cabinet on the above. However following discussions between the Chairman and Trevor Savage, Leisure Manager, it was agreed that a report not be sent to Cabinet, but that Trevor Savage attend the meeting to discuss the issue in further detail.

Trevor Savage informed Members of the background to the Sports Centre. Prior to 1995 the Sports Centre was known as Clarendon Sports Centre. It had a small indoor pool (which was in need of refurbishment), a sports hall, gymnasium and two squash courts. During this time WCC Youth Services managed the facility alongside a Management Committee.

In 1994 WWDC and WCC agreed to develop a new swimming pool for Trowbridge on the site of Clarendon School. This was opened in 1995. A management agreement was established with WCC as the lead, however the management agreement also involved WWDC and Clarendon School.

The Management Agreement included; - site access and lay out arrangements, that WWDC should manage and control the centre, but have regard for School access. That WWDC fund the running costs (with a subsidy from WCC). That the facility be owned by WCC. That the school should have access to the facilities - 42.5 hours dry side and 30 hours wet side. That any maintenance of the building be the responsibility of WWDC. That the car park and access roads is 75% the responsibility of WWDC and 25% the responsibility of the School. That a management body is established with a membership of 5 WWDC representatives, 2 WCC representatives and 2 representatives from the Schools Governing Body and that WWDC also act as the Treasurer and Clerk to the Management Committee.

The management committee has the following functions:

- to ensure proper use of the centre for recreational facilities
- to receive annual accounts
- to ensure the facility is used to the maximum
- staffing levels
- Support User Association
- periodically review conduct of users

In April 2001 WWDC externalised the management of all of its leisure facilities to DC Leisure Management Ltd. After which the functions of the Management Committee reduced as DC Leisure are responsible for addressing all of the Committees functions.

Trevor Savage discouraged members from dissolving the Management Committee as the Committee could be used, if necessary, to resolve conflict between WWDC, WCC and Clarendon School. It could be an influential body, especially as WWDC have the majority of seats on the Committee.

At the previous Trowbridge Area Seminar meeting concern had been voiced that there was a need to hold Trowbridge Sports Centre Management Body meetings to deal with complaints. It was explained that day to day complaints should be directed to DC Leisure. Users are also able to influence change via Customer Forum meetings, the first of which was held on 4 October 2005. The main issue that users of the Centre voiced during the meeting was the inconvenience of the school access times changing every term. It is intended that these meetings will become a regular event that will be open to non users as well as users.

RECOMMENDATION:

- **That although the role of the Management Committee has been significantly reduced Trowbridge Area Seminar accepts there is a need for it to exist**

- That Trowbridge Sports Centre hold an Annual General Meeting of the Customer Forum with a view to forming the meetings to have a purpose similar to that of a Scrutiny Committee
- That the Customer Forum meetings are advertised both externally and internally of the Sports Centre and that Local Councillors are informed of these meetings
- That Cllr Brice be reinstated as a representative on Trowbridge Sports Centre Management Body
- That Trowbridge Area Seminar be updated of the issues of discussion and debate following any Customer Forum meetings
- The Leaders approval is sought for the following changes to the representatives of Trowbridge Sports Centre Management Body: -

Brice	(be reinstated)
Burnan	(remains)
James	(remains)
Knight	(remains)
Oldrieve	(removed)
Clark	(new representative)

Trowbridge Community Area Future Action Plan

At the meeting of Trowbridge Area Seminar on 18 July 2005 Cabinet was asked to give serious consideration to the issues raised in the Community Area Futures Action Plan. On 31 August, Cabinet resolved: -

- 1. To note receipt of the five community area plans.**
- 2. To note the resolutions as brought forward by each of the five Area Seminars in.**
- 3. To agree that community area plans should form a key part of the evidence base for the design and delivery of council services through the service and resource planning process.**

Gwilym Gibbons, Community Initiatives Manager, presented a report to Members illustrating how WWDC activities have begun to be directly linked to the community plans. Members were also informed that the Community Initiatives Manager has been meeting with Service Managers to explore how the Community Area Plans can impact and support service delivery and design. The initial response has been very encouraging with examples already emerging of service areas that are using Community Area Plans to inform change.

Provision of Services for Young Children

On 18 July 2005 Trowbridge Area Seminar asked Cabinet to report back to the next Trowbridge Area Seminar meeting on the provision of services for young people. As Youth Champion, Cllr Bryant updated Members that he was currently

co preparing a report with Richard Rogers, Community Leadership Manager, which was to go to the November meeting of Cabinet. Cllr Bryant had been meeting with Youth Development Centres and been involved with Local Democracy Week.

29. TROWBRIDGE COMMUNITY AREA FUTURE

The Chairman asked that District Council Members allocate themselves, as a representative, to each of the eight themed areas of the Trowbridge Community Area Future Action Plan: -

	Themed Area	District Council Representative
1.	Economy, including Tourism and Employment	Cllr Osborn
2.	Housing and built environment	Cllr James
3.	Culture, including Leisure, Recreation, Heritage and the Arts	Cllr Oldrieve
4.	Environment including countryside and land based issues	Cllr Burnan OBE
5.	Transport, access and traffic	Cllr Knight
6.	Education and Lifelong Learning	Cllr Brice
7.	Health and Social Care	The Chairman to approach Members that were absent from the meeting.
8.	Crime and Community Safety	

30. PROVISION OF PUBLIC CONVENIENCE FACILITIES IN TROWBRIDGE

This item was brought before the Committee by Cllr Knight. Cllr Knight was concerned as since the closure of the public conveniences on the Town Bridge, Trowbridge is lacking in 'drivers/non shopper' toilets. Trowbridge Town has adequate facilities for the pedestrian shoppers and Park visitor, however if an individual is passing through Trowbridge or making a delivery there are no facilities to use unless a fee is paid to park. Additionally the Train Station does not have any public convenience facilities, the nearest being in the Shires which is very inconvenient, especially if someone has children or luggage.

Support was echoed by members to raise Trowbridge to the same standard as the other four Towns in the District.

RECCOMENDATION TO CABINET:

Cabinet are asked to support Trowbridge Area Seminar and: -

That the Portfolio Holder be asked for her support in initiating a partnership scheme between the District Council and the Rail Authority to facilitate a public convenience facility within the railway car park

That the Portfolio Holder be asked for her support in establishing public convenience facilities, that may be used out of the usual shopping hours, within the new Waterside Project

31. REPRESENTATIVES ON OUTSIDE BODIES

No reports from members on outside bodies were received.

The committee agreed that Cllr Knight would seek agreement at the next Trowbridge Future steering group to limit Trowbridge Future meeting to a maximum of 1.5hrs, allowing Trowbridge Area Seminar meeting to convene at 7.30pm.

32. ITEMS WHICH REQUIRE REFERRAL TO CABINET

i. **Please see minute no. 30**

33. DATE OF NEXT MEETING

The date of the next meeting was scheduled for Monday 30 January 2006, however to coincide with the next Trowbridge Community Area Future meeting the next Trowbridge Area Seminar meeting will be on Monday 6 February 2006 in the Conference Room, Wiltshire County Council Offices, Trowbridge at **7.30pm**.

(8.20pm – 9.30pm)

These minutes were prepared by Melanie Stimpson, Member Support Officer
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