

MINUTES

At a meeting of the Neighbourhood Services Committee held in the Pitman Room, Civic Centre, St Stephen's Place, Trowbridge on Tuesday 25th September 2018 at 7.00pm

Present: Councillors: Brice, Cavill, Drewett (In the Chair), Fuller, David Halik, King, Palmen and Whiffen.
In attendance: Cllr Deb Halik
Officers: Mrs T Carpenter (minutes); Ms C Lyall, Head of Cultural & Neighbourhood Services, and Carl Maddox, Neighbourhood Services Supervisor.
In attendance: Cllr Kirk
Public: 2 Press: 0

906 **APOLOGIES**

RESOLVED to accept apologies received from Councillor Bryant with reasons for absence.

907 **MINUTES**

- a) **RESOLVED to approve the Minutes of the Direct Services Committee meeting held on Tuesday 25th June 2018, with revisions, as circulated previously with the Agenda.**
- b) There were no questions arising from those minutes.
- c) **RESOLVED to note the minutes of the Friends of Trowbridge in Bloom meeting held on 6th September 2018, copies of which were previously circulated electronically with the Agenda.**
- d) **RESOLVED to note the AGM minutes of the Friends of Biss Meadows held on 24th May 2018, copies of which were previously circulated electronically with the Agenda.**
- e) **RESOLVED to note the minutes of the Friends of Trowbridge Park meeting held on 28th June 2018.**

908 **DECLARATIONS OF INTEREST**

Cllr Whiffen declared a personal interest in Agenda item 8 - Container For Carnival/Wiltshire Armed Forces & Veterans in Trowbridge Park as a town council representative on the Wiltshire Armed Forces and Veterans Celebration Committee.

909 **CHAIR'S ANNOUNCEMENTS**

There were no Chair's Announcements.

910 **OPEN FORUM**

The Mayor invited Gordon Rees, Paxcroft Brook Open Space Friends Convener to speak.

Gordon Rees introduced himself, stating that he had formed the Open Spaces group. He presented the following two statements which had been addressed to Cllr Drewett, Chairman of the town council's Neighbourhoods Committee.

Statement 1 – impact on areas maintenance (submitted by Gordon Rees)

Paxcroft Brook Open Space Friends have liaised with Marcus Almadi over the siting of picnic tables and a bench. We wish to record our appreciation of his hard work during this exercise which spread over two mornings. We were surprised at the smallness of the working party, given the weight of the picnic benches which had to be moved but recognise that the service department comprises of the Supervisor, Carl, and Marcus as the sole Groundsman.

Our understanding is that the number of parks/play areas has increased to 36 following the Wiltshire Council handovers. It is difficult to envisage how such a small unit can cope with that workload. The choice appears to be a workforce increase or the withdrawal of any effective maintenance for many of the sites, thus adopting the Wiltshire Council policy of 'If it's broke, don't fix it'.

Initials.....dated.....

Statement 2 – Impact on staff wellbeing (Submitted by Christopher Locke – PBOS Friends Steering Group)

PBOS Friends have seen first-hand Marcus Almadi's dedication to his job whilst working in-the-field with two Pay-Back "Volunteers" (PBV). The team were working flat out for the full five hours we were with them on the first day. Whilst the PBVs were willing and able, we noted that Marcus was not only doing much of the work himself, but also showing / training/ encouraging his helpers.

Whilst PBVs are most welcome, simply increasing their numbers is not a fix-all solution. More full time Groundsmen are essential if the council is to continue delivering its duty of care to its own staff, let alone deliver an ever increasing workload.

Are PBOSF correct in understanding that the Wiltshire council; hand over has increased Trowbridge Town Council parks/play areas to 36 without an increase in maintenance posts, and, if so what assurances can the Neighbourhood Services Committee give PBOSF that they are not putting their staff at risk.

Mr Locke also reported the positive feedback on Facebook at the work Marcus has been doing and he thanked the committee for the work done to Cornbrash Rise.

Carl Maddox (CM), Neighbourhoods Officer, assured members and Mr Rees and Mr Locke, that works to play areas will be carried out by play equipment contractors. CM reported that in addition to the Groundsman Operative, much work is also carried out by the Probation Service under CM's direction, however this has been somewhat limited recently. Carl also reported that it is not the intention of the town council to close any play areas. It was also noted that it is not permitted legally to allow the Probation Service to work simultaneously with the Youth Reparation service. All issues are currently under review.

Cllr Kirk enquired as to the progress of work to Seymour as he had been told it would be done by the summer. Carl confirmed it is still in the pipeline and that it is the only play area left uncompleted in Phase 2 to date, as a Health & Safety issue had taken priority. He reported that the long awaited £50,000 from Wiltshire Council would be received shortly, £25,000 within the next week and the rest by the end of the financial year. He confirmed that works to Seymour are paid for, just waiting for contractors and that the bush will be removed next week.

The Chair commended the members of the Paxcroft Brook Open Space Friends group present for taking matters in their community so seriously, and thanked them for their attendance.

911 THE HEAD OF CULTURAL & NEIGHBOURHOODS SERVICES REPORT

The committee considered the Head of Cultural & Neighbourhoods Services report, copies of which had previously been circulated with the Agenda.

1.5 Staff - noted by committee and thanks were extended to Carl Maddox for coming in during his leave.

2.2 Trowbridge Bowls Club – the issue of responsibility was brought into question. Concerns were shared that the existing agreement between the Bowls Club and the town council is not fit for purpose and it will be under review at a meeting arranged for next week, to be chaired by Cllr Drewett. The HOS had met with members of the Bowls Club in July and despite everyone agreeing that the town council would accept responsibility for the green, this had not been observed by a member of the Bowls Club. This issue will be discussed at the meeting.

2.7 Wall adjacent to the turning circle outside the Civic Centre – Cllr King asked if the dirty metal black planter located opposite the new wall will be removed. It was confirmed it will be removed however it has currently been left in situ as a blockage, and will be removed when the paving is extended. There are plans for a lockable gate – so vehicles only get access when the Civic permits this.

Initials.....dated.....

Cllr Palmen asked if any action is being taken on the possible re-siting of the Community Garden currently located in Trowbridge Park. Carl Maddox reported it had been a project by Mel Jacob of the BIG Community Grow who won a bid from the Friends of Trowbridge Park.

RESOLVED that the Neighbourhoods Officer to review the possible relocation of the Community Garden and bring a recommendation to the next meeting.

4.1 Litter Bins – Cllr Palmen thanked the Neighbourhoods Officer for the quick action in repairing and replacing the litter bin in Avenue Road. He noted the benefits of social media in improving the public's impression of the town council.

4.3 Bus shelters – a list of bus shelters owned and maintained by the town council, and a those maintained but not owned by the town council was previously circulated with the Agenda. It was noted that those not on the list are owned by Wiltshire Council.

4.4 Probation Service – Carl exhibited the new uniform for probationers – a high viz vest labelled 'volunteer'. These will be utilised from October.

5.3 Skate park – nothing picked up on surveillance

ACTION: The Chair requested that the Friends of the Down Cemetery are added into the report in future.

Visit Wiltshire – members asked the HOS if Visit Wiltshire had been contacted with a view to Trowbridge being marked on their fold out map as a Magna Carta town. The HOS submitted an image of a shuttle and yarn bobbin depicting Trowbridge's unique historical selling point, and to build up on our rich textile heritage, which has since been incorporated into the map.

10.4 Neighbourhood Plan - it was confirmed that hard copies of the questionnaire are available in reception for the public's completion. A vote of thanks was proposed to those who attended the Carnival Country Fayre, and it was noted that there were a lot of young families in attendance, many of whom completed the questionnaire.

912 **PUBLIC TOILETS – (Report item 2.3)**

Members considered the recommendation to close the public toilets in the park. Cllr Palmen expressed his opposition to the closure of the toilets. It was noted that there had been no progression with businesses on whether they would consider a possible payment to them by the town council if they permitted the general public to utilise their services.

The general view of members was that the public toilets in the park need better control by the police, whilst accepting that the toilets are operated by radar keys, which are given to alcoholics as they are classed as having a disability.

Cllr Fuller also felt it would be a retrograde step to close them and suggested a full report is required before a decision can be made.

Cllr Palmen suggested that if the town council has a budget to make payments to businesses then he will liaise with the Trowbridge Chamber of Commerce.

A vote took place on the original

RECOMMENDATION that the town council considers the closure of the public toilets in Trowbridge Park.

The votes were 3 against the closure and 2 in favour.

Cllr Fuller proposed and it was

RESOLVED that the consideration of the closure of the public toilets in Trowbridge Park be deferred to Full Council at their next meeting on 20th November, to be considered along with a full report, and that meanwhile businesses in the town are approached regarding members of the public using their facilities as an alternative.

913 **CONTAINER FOR CARNIVAL/WILTSHIRE ARMED FORCES & VETERANS IN TROWBRIDGE PARK (Report Item 2.8)**

Members considered the request and

RESOLVED : that the town council approves the siting of a storage container within the north corner of Trowbridge Park, for use by the Wiltshire Armed Forces & Veterans Committee and Trowbridge Carnival, on a temporary measure, to be reviewed annually.

Initials.....dated.....

914 PLAY AREAS (Report Item 3.2)

RESOLVED: *That any future funding for play areas should be subject to the support of the local residents' associations or councillor led bids to Area Board, before any funding is considered by the town council.*

915 LITTER ENFORCEMENT OFFICER (Report item 4.5)

RESOLVED: *that having considered the experiences of other local authorities, we should consider employing our own enforcement officers in conjunction with the appointment of a road sweeper.*

916 ALLOTMENTS – (Report Item 5.1)

RESOLVED: *that the town council takes payments for 6 months (Oct – March) to bring them in line with the town council's end of financial year.*

The Head of Service left the meeting at 20.03hrs.

917 COMMUNITY AREA TRANSPORT GROUP (CATG) – (Report Item 6.3)

Cllr Fuller reported a change to the next CATG meeting date...now 18th October.

RESOLVED: *That the committee approves the following additional contribution:*

<i>Footway improvements in Bellefield Crescent.</i>	£972.40
<i>Which would leave an available fund of</i>	£7,644.60

918 QUARTERLY MANAGEMENT ACCOUNTS (Report Item 8.1)

RESOLVED *to approve the 1st quarter accounts, copies of which were previously circulated with the agenda.*

919 DATE OF NEXT MEETING

NOTED: the next meeting to be held on Tuesday 11th December 2018 in the Pitman Committee Room, The Civic Centre, St Stephens Place, Trowbridge at 19:00hrs.

920 PRESS RELEASE

RESOLVED *to make the following press releases:*

- ***Vandalism***
- ***Paxcroft Brook Open space***

The meeting closed at 20.10hrs

Signature..... Dated.....

NEIGHBOURHOOD SERVICES COMMITTEE 25th SEPTEMBER 2018 ACTION LIST

ACTION	BY WHOM	DATE COMPLETED
ACTION: <i>The Chair requested that the Friends of the Down Cemetery are added into the report in future.</i>	CL	
PUBLIC TOILETS <i>RESOLVED that the consideration of the closure of the public toilets in Trowbridge Park be deferred to Full Council at their next meeting on 20th November, to be considered along with a full report, and that meanwhile businesses in the town are approached regarding members of the public using their facilities as an alternative.</i>	LA CL - report	
CONTAINER FOR CARNIVAL/WILTSHIRE ARMED FORCES & VETERANS IN TROWBRIDGE PARK <i>RESOLVED : that the town council approves the siting of a storage container within the north corner of Trowbridge Park, for use by the Wiltshire Armed Forces & Veterans Committee and Trowbridge Carnival, on a temporary measure, to be reviewed annually.</i>	LA/CL	
PLAY AREAS <i>RESOLVED: That any future funding for play areas should be subject to the support of the local residents' associations or councillor led bids to Area Board, before any funding is considered by the town council.</i>	LA/CL	
LITTER ENFORCEMENT OFFICER <i>RESOLVED: that having considered the experiences of other local authorities, we should consider employing our own enforcement officers in conjunction with the appointment of a road sweeper.</i>	LA/CL	
ALLOTMENTS <i>RESOLVED: that the town council takes payments for 6 months (Oct – March) to bring them in line with the town council's end of financial year.</i>	CL/JW	Completed 1/10/18
COMMUNITY AREA TRANSPORT GROUP (CATG) <i>RESOLVED: That the committee approves the following additional contribution: Footway improvements in Bellefield Crescent. £972.40</i>	CL/JW	
PRESS RELEASE <i>RESOLVED to make the following press releases:</i> <ul style="list-style-type: none"> • <i>Paxcroft Brook Open space /probation service</i> 	CL	Not proceeding with press release on Probation Service due to data protection