

MINUTES

At a meeting of the Direct Services Committee held in the Pitman Room, Civic Centre, St Stephen's Place, Trowbridge on Tuesday 27th February 2018 at 7.00pm

Present: Councillors: Brice, Cavill, Drewett (In the Chair), Fuller, King, Kirk (substituting for Cllr David Halik), Oldrieve, Palmen and Whiffen.
Officers: Mr B Austin (Head of Direct Services/Deputy Chief Executive), and Mrs T Carpenter (minutes)

The meeting was preceded by a 'Winter Illuminations Project' demonstration by the Chairman of the Friends of Trowbridge Park, near the Band Stand at 6:30 PM.

870 **APOLOGIES**

RESOLVED to accept apologies received from Councillors Bryant and David Halik with reasons for absence.

871 **MINUTES**

- a) **RESOLVED** to approve *the Minutes of the Direct Services Committee meeting held on Tuesday 28th November 2017 with the following additional wording on Minute no: 859 / 5.*
'Councillor Kirk raised concern as a number of businesses are not happy with the re-location as it took people away from the town centre. He did not feel it was appropriate therefore for the Trowbridge Chamber of Commerce to make a contribution of £2,000.'
- b) There were no questions
- c) **RESOLVED** to note *the Minutes of the Civic Board meeting held on Tuesday 13th February 2018.*
- d) There were no questions.

872 **DECLARATIONS OF INTEREST**

There were no Declarations of Interest, excepting those already included on the Register.

873 **CHAIR'S ANNOUNCEMENTS**

The Chair thanked Sharl Adabashi, Chairman of the Friends of Trowbridge Park, for conducting the demonstration of the illuminations in the Park to those present, the majority of whom were in favour of the concept.

874 **OPEN FORUM**

There were no members of the public present.

875 **THE HEAD OF DIRECT SERVICES REPORT**

A copy of the Head of Direct Services (HODS) report had been circulated with the Agenda.

The following issues were raised:

1.1.1 **Facilities Support Officer** - second interviews are to be undertaken by the Town Clerk and the Facilities Manager for two candidates next Tuesday.

1.1.2 **Groundsman Operative** - town centre Zone A looking better from work carried out by the Barrowman and Groundsman Operative

4.1 Asset Transfer: Play Areas – it is hoped the transfer will take place by the end of this financial year. We have not yet received a draft copy of the management agreement. Members expressed some concern that Wiltshire Council's legal department don't have the funds to outsource the legal work on the management agreements.

Initials.....Date.....

Members also expressed concern that we are already carrying out some remedial work on play areas which we have not yet taken over, in terms of insurance cover. Wiltshire Councillors will raise this at the next Trowbridge Area Board meeting. The HODS re-iterated that Wiltshire Council are merely maintaining the play areas in a 'safe state'. Currently if the cost of a repair is over £250 they will not carry out the repair.

4.5 Works Van – the HODS confirmed that anyone over 25 and an employee of the town council with a clean license is permitted to drive the vehicle.

5.2 CIL – Members questioned the delayed CIL payments expected from Wiltshire Council (WC). The HODS confirmed they are currently with WCs finance department and that 3 payments are outstanding.

5.3 Town Entrance Promotional Signs – currently there is one available. Cost is £250 for a year.

Trowbridge Lions May Fayre – Saturday 5th May 2018.

6.9 Waste & Recycling - Cllr Kirk congratulated the HODS on the new waste and recycling service to be undertaken.

7.5 Town Centre Wayfinding Signage – the HODS reported that Clarendon Academy have offered space for a potential coach park. Cllr King reported that the metal post signs on Broadmead are rusting through. This is the responsibility of Wiltshire Council. The HODS added that all Highways signage is plastic coated on the outer, which in time does degrade and show rust on the pole underneath. There is always a programme in place by Highways for repair and replacement when required.

7.8 Friends of Biss Country Meadows – Cllr King commented on the tree work which has been recently undertaken and congratulated the Friends on the better visibility and the improved River Biss weir appearance.

Cllr King also reported that Lambrok Brook needs clearing again. It was confirmed this is the responsibility of Wiltshire Council.

7.11 Friends of Paxcroft Brook Open Space - Cllr Cavill thanked the HODs and his staff for the good communication with the Open Space group.

The Chair thanked the HODS for his report.

876 **LITTER BINS (Report item 5.7)**

The possibility of sponsoring of new bins was suggested. The HODS confirmed that the bin could possibly display a company who is sponsoring a bin. Cllr Oldrieve suggested that on the main routes out of Trowbridge, which are generally strewn with take-away litter, that Take-Aways should carry out a Saturday morning pick up of litter. It was noted that McDonalds have to do it within 500 yards of their unit and that they also carry out an annual clear up.

Cllr Kirk raised concerns, stating that it is important at this stage to look at locations of bins to see if these are still applicable. The HODS and Town Clerk are meeting Wiltshire Council officers to discuss base line figures. The HODS has base line figures from Id-Verde already.

Grit bins – Cllr Oldrieve requested a bin in Paxcroft Mead at the Castlemead area and asked if the town council would support the opportunity to put one in. **The Chair suggested this should be added to the agenda for the next Direct Services meeting, for consideration.**

Cllrs King and Palmen reported they had had a successful meeting with the railway station manager to discuss litter in the area and he agreed to maintain cleanliness.

RESOLVED to adopt a policy and procedure to enable provision and refurbishment of litter bins and litter bin collection services.

877 **CHRISTMAS LIGHTS SWITCH ON EVENT (Report Item 6.1)**

Cllr Cavill reported that whilst he had had some concern regarding the cost of the Christmas Lights Switch on event, he had made an error in understanding the budget. He felt it was not unreasonable to approach commercial enterprises for funding towards the event.

Initials.....date.....

Councillor Kirk reported that Melksham businesses are requested to pay £50 each voluntarily towards the Christmas Lights and he suggested that the HODS puts out a similar request letter to all Trowbridge businesses to donate £25 each towards the cost of the event. The HODS reported that this had been done in years gone by but agreed he would send out letters this year.

A vote was taken on the recommendation. Cllr Kirk requested his vote against is recorded.

RESOLVED that the Town Council relocates the Christmas Lights Switch On event to outside the Civic Centre in Trowbridge Park.

878 LAMBROK PLAYING FIELDS – STUDLEY GREEN (Report Item 7.9)

RESOLVED that the town council proceeds with Option 3 (without the need for planning permission) to erect a permanent 2.40m high and stoned up compound in which to house the new goals including the replacement of 3 nr trees.

879 QUARTERLY MANAGEMENT ACCOUNTS (Report Item 2.2)

a) **RESOLVED to approve the 3rd Quarter accounts, copies of which were previously circulated with the Agenda.**

b) **RESOLVED to note the Civic Board 3rd Quarter accounts, copies of which were previously circulated with the Agenda**

880 EXCLUSION OF PUBLIC & PRESS

RESOLVED That; in accordance with the Public Bodies (Admission to Meetings) Act 1960, it would be prejudicial to the public interest by reason of the confidential nature of the business about to be transacted; and therefore the meeting do resolve that the public and press be temporarily excluded and be instructed to withdraw.

881 CLEANING SERVICES CONTRACT FOR TROWBRIDGE TOWN COUNCIL – (Report Item 4.2)

RESOLVED to approve the new tender to be provided for all TTC contract cleaning, copies of which had been previously circulated by email with the Agenda.

882 GROUNDS MAINTENANCE CONTRACT FOR ADDED TRANSFER ASSETS FROM WILTSHIRE COUNCIL IE PLAYAREAS (Report item 4.3)

An amendment was proposed by Cllr Brice that the recommendation includes the wording 'providing the price remains the same or less'.

A vote took place on the amended recommendation and it was

RESOLVED to proceed with Option 3: 14 cuts + 26 bins emptied per annum providing the price remains the same or less.

883 DATE OF NEXT MEETING

NOTED: the next meeting to be held on Tuesday 29th May 2018 in the Pitman Committee Room, The Civic Centre, St Stephens Place, Trowbridge at 19:00hrs.

884 PRESS RELEASE

RESOLVED not to make any press releases.

The meeting closed at 20.06hrs

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

DIRECT SERVICES COMMITTEE MEETING 27th FEBRUARY 2018 ACTION LIST

ACTION	BY WHOM	DATE COMPLETED
<p>RESOLVED to approve the Minutes of the Direct Services Committee meeting held on Tuesday 28th November 2017 with the following additional wording on Minute no: 859 / 5.</p> <p><i>‘Councillor Kirk raised concern as a number of businesses are not happy with the re-location as it took people away from the town centre. He did not feel it was appropriate therefore for the Trowbridge Chamber of Commerce to make a contribution of £2,000.’</i></p>	All to note	
<p>Grit bins – Cllr Oldrieve requested a bin in Paxcroft Mead at the Castlemead area and asked if the town council would support the opportunity to put one in. The Chair suggested this should be added to the agenda for the next Direct Services meeting, for consideration.</p>	BA/TC	
<p>RESOLVED to adopt a policy and procedure to enable provision and refurbishment of litter bins and litter bin collection services.</p>	BA	
<p>RESOLVED that the Town Council relocates the Christmas Lights Switch On event to outside the Civic Centre in Trowbridge Park.</p>	BA All to note	
<p>LAMBROK PLAYING FIELDS – STUDLEY GREEN RESOLVED that the town council proceeds with Option 3 (without the need for planning permission) to erect a permanent 2.40m high and stoned up compound in which to house the new goals including the replacement of 3 nr trees.</p>	BA	
<p>RESOLVED to approve the new tender to be provided for all TTC contract cleaning, copies of which had been previously circulated by email with the Agenda.</p>	BA/KB	
<p>GROUNDS MAINTENANCE CONTRACT FOR ADDED TRANSFER ASSETS FROM WILTSHIRE COUNCIL IE PLAYAREAS A vote took place on the amended recommendation and it was RESOLVED to proceed with Option 3: 14 cuts + 26 bins emptied per annum providing the price remains the</p>		

Trowbridge Town Council

Working with the Community

Direct Services Committee Minutes 27th February 2018

same or less.		
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