

MINUTES

At a meeting of the Neighbourhood Services Committee held in the Pitman Room, Civic Centre, St Stephen's Place, Trowbridge on Tuesday 29th May 2018 at 7.00pm

Present: Councillors: Brice, Drewett (In the Chair), Fuller, David Halik, King, Palmen and Whiffen.
Officers: Mr L Allan, Town Clerk; Mrs T Carpenter (minutes); Ms C Lyall, Head of Cultural & Neighbourhood Services and Carl Maddox, Neighbourhood Services Supervisor.

885 APOLOGIES

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

886 MINUTES

a) **RESOLVED** to approve the Minutes of the Direct Services Committee meeting held on Tuesday 27th February 2018.

b) There were no questions.

c) **RESOLVED** to note the minutes of the Civic Board meeting held on Tuesday 15th May 2018 with an amendment to include Cllr Cavill's apologies which had been tendered at the last meeting but not recorded.

d) There were no questions.

887 DECLARATIONS OF INTEREST

There were no Declarations of Interest.

888 CHAIR'S ANNOUNCEMENTS

There were no Chair's announcements.

889 OPEN FORUM

a) The Chair invited Mr Ron Lomas (a local resident and member of the Friends of Trowbridge Park) to speak.

Mr Lomas firstly expressed his concern in the management of Trowbridge Park, asking if the town council have considered the damage, noise and nuisance caused whilst Jennings Fair is in the Park.

Secondly he asked if the town council feel they are successfully managing the anti-social behaviour in the park in general, and the vandalism. Carl Maddox, Neighbourhood Services Supervisor reported that it is difficult to manage with the current police resources available.

b) The Chair invited Mr Brian Mitchell to speak.

Mr Mitchell reported that the holding of the funfair was somewhat historical in Trowbridge and dated back to West Wiltshire District's Council's time, when it was put into place with various strict guidelines, was and is very popular with residents. He would not support removing the funfair from Trowbridge Park.

The Chair agreed to bring forward Agenda Item 7(Report item 2.1.1) Jennings Funfair.

Cllr Halik suggested the council needs to look at the policing of the funfair, such as security, protection and stewarding.

ACTION: Karl Buckingham, Facilities Manager, responsible for external events in the Park, to provide information on this to the next meeting.

It was **RESOLVED: That Trowbridge Town Council confirms that it is content for the Jennings Fun Fair to continue to operate in the Town Park on an occasional basis and that it would not be advantageous to consider further the possibility of relocation at this time.**

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

890 THE HEAD OF CULTURAL & NEIGHBOURHOODS SERVICES REPORT

To consider the Head of Cultural & Neighbourhoods Services report (copy attached).

1. **Staff** - The Town Clerk reported the changes to staffing within the department, with Clare Lyall now Head of Cultural and Neighbourhood Services, and Carl Maddox and Marcus Almadi reporting to Clare. He confirmed that he was only attending this particular meeting as it is a 'transitional meeting', however Clare Lyall will answer questions relating to the Head of Services report at future meetings.

Cllr King enquired as to why there was no mention of the Barrowman within the report. It was confirmed this service is managed by Wiltshire Council although the town council can informally influence the work to be carried out.

2.3 Bowls Club – it was noted that the Bowls Club have not yet submitted a councillor led bid, via Cllr Palmen, to the Trowbridge Area Board.

ACTION: Carl Maddox to chase this for an update in conjunction with Cllr Palmen.

It was noted that the bowling green is currently playable although the surrounding areas are damaged; these are to be re-seeded by Idverde and watering increased.

2.4 St George's Works development & new storage facility – a temporary storage area has been put into place. An agreement will be signed on Friday with the contractors commencing work on Monday. The Town Clerk pointed out that since writing the report 'Crossmolina', the noted contractors, should read 'Tresco Ltd'. There will be a fixed crane on site for up to 26 weeks. Monies received for this project are coming via Section 106 and CIL monies to cover the cost of the landscaping and the new town council storage facility will be built using borrowing. Whilst Cllr Halik commented on neighbouring properties in Raleigh Court and the flats next to Colbourne Trophies experiencing dust from the build, the Town Clerk confirmed the town council has no authority over the build.

The Chair agreed to bring forward Agenda Item 8 (Report Item 2.5) **PUBLIC TOILETS.**

The recommendation was proposed and seconded. Ultra Violet lights were suggested.

Members considered an amendment put forward by Cllr Halik that a review is undertaken of all public toilets in the town, not just those in Trowbridge Park, with a view to looking at needs and the possibility of using pop up toilets. The proposer and seconder accepted the amendment. A vote took place on the amended proposal and it was

RESOLVED: That the council undertakes a review of all public toilet facilities in the town.

2.6 Park Lake – the lake will be drained to carry out works. Cllr Drewett suggested in-filling with clay, which will be considered as it has proved very successful in other similar circumstances.

3.2 Play Areas – members congratulated the team on the refurbishments. It was confirmed that monies owing by Wiltshire Council will be forthcoming on the signing of the legal agreements.

3.3 Dog Waste Signs – these have been re-cemented in.

4.4 Groundsman Operative/Probation Workers – using the Probation Service is deemed a crucial element in order to provide the current service.

4.6 Bowles Court (rear of Church Walk) – **ACTION: Cllr Palmen to liaise with Curo housing association to establish ownership of this area to eradicate the build-up of waste.**

5.2 Closed churchyards – obtaining a new quote in respect of the leak.

5.3 Skatepark – the bin is not being emptied properly; consideration to re-location of the bin and bench is underway. Idverde report that the skateboarders have made half holes to make extra ramps. Carl Maddox reported that TCAF are currently looking into extending the skatepark.

ACTION: Carl Maddox to carry out an onsite visit and obtain an update.

Cllr Halik to forward Carl Maddox the relevant email.

5.4 BMX Track – weather permitting the drainage works will be carried out in a week's time.

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

6.1 Idverde contract with Wiltshire Council – this finishes in June 2020, however they will continue until the end of that year. We will need to consider in 2020/2021 if we wish to take on

these services. The Town Clerk is currently mindful that he would recommend we take on certain services but not all the amenity grass areas.

6.3 CATG – speeding has been noted on Elizabeth Way. The town clerk suggested that councillors report to their Wiltshire Councillors to enable the report to be made through the issues system for the CATG agenda. Members of the public are encouraged to report findings to their local councillor in the first instance.

6.4 Parish Steward Scheme – all encouraged to use report@trowbridge.gov.uk .

ACTION: Carl Maddox to send out the list of what jobs the Parish Stewards are able to carry out. Councillors to respond by Thursday 7th June to enable jobs to be added to the list.

7.1 Friends of Trowbridge Park –Mr Lomas reported that they are currently working with the developers of Court Mills to ensure not too much sustained damage to the ROC Border during erection of scaffolding. Cllr King commended the FOTP for their work in the Park and the Chair asked Mr Lomas to pass on thanks to the FOTP from this committee.

7.1.1 Unveiling of the Tesco Bridge Archway – the Chair confirmed his attendance as Mayor.

7.2 Trowbridge in Bloom – to note that Cllr David Halik is now the town council's representative on this committee, replacing Cllr Drewett.

7.4 FPBOS – Picnic benches to be located at the cricket pitch area. 2 bins previously located in Fore Street have been re-located to Paxcroft Mead. It was suggested that FPBOS could benefit from attending the Neighbourhood Tasking meetings organised via TCAF.

ACTION: suggest TCAF promotes the Neighbourhood Tasking meetings and itself to all local community groups.

Cllr King reported that she had acquired a list of the riparian rights owners for the River Biss from Wiltshire Councillor Wayman, with a view to forming a Friends of the River Biss group. Cllr King suggested that the riparian owners could be approached to make donations to the group for works to be carried out.

ACTION: Cllr Palmen to orchestrate in the first instance. The Town Clerk will provide advice if required.

7.5 Youth Reparation – their services have not been utilised as currently best practise is carried out using the Probation Service, who are available daily, and who are unable to work with the Youth Reparation.

7.6 TCAF - ACTION– send newsletter out to all community groups.

891 LITTER BINS

The Town Clerk reported that following the resolution made at the previous meeting held on 27th February 2018: 'to adopt a policy and procedure to enable provision and refurbishment of litter bins and litter bin collection services', he felt that a full policy was not required and therefore requested members consider his recommendation: **That until such time as we are in a position to take over the litter bin service from Wiltshire Council, including waste removal (which is likely to be after 2020/21) then the town council will only be able to support the replacement of existing bin locations, with Wiltshire Council continuing to provide the emptying service.**

Cllr Halik reported that this could be an opportunity to consider taking over use of recyclable bins, however it was noted that the biggest issue is the emptying of the bins which could have a significant cost to the town council, and the requirement for a Waste Transferral Licence, with no significant monies currently in the budget for this.

The Town Clerk suggested that the recommendation could be amended, encompassing bringing forward for consideration the possibility of the town council providing this service.

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

RESOLVED to approve: That until such time as we are in a position to take over the litter bin service from Wiltshire Council, including waste removal (which is likely to be

after 2020/21) then the town council will only be able to support the replacement of existing bin locations, with Wiltshire Council continuing to provide the emptying service but that the town council will consider costs and options for transfer at the earliest opportunity.

892 SALT BINS (Report item 4.2)

RESOLVED: That the town council takes over responsibility for the remaining 9 Salt Bins listed below from Wiltshire Council and defers the request from Cllr Oldrieve, made at the last meeting for a new salt bin in Castlemead, until after the taking over of the remaining 9 salt bins, allowing time to re-assess resources available and maintenance requirements and also confirms the additional bins located at Bond Street and Waterworks Road.

Town	Ref/ID	Location	Co-Ordinates
Trowbridge	TROW 2	Alma Road	87320 57522
Trowbridge	TROW 3	Rutland Crescent	86153 55672
Trowbridge	TROW 4	Bottom Studley Rise	
Trowbridge	TROW 5	Bot. Holbrook Lane	
Trowbridge	TROW 6	Manor Close	84394 56789
Trowbridge	TROW 7	14 Downside Park	86200 58916
Trowbridge	TROW 8	22b Downside Park	86142 58823
Trowbridge	TROW 9	3 Downside Park	86123 58885
Trowbridge	TROW 10	Broadcloth Lane	86390 57401

Carl Maddox left the meeting at 20.25hrs.

893 QUARTERLY MANAGEMENT ACCOUNTS (Report Item 8)

RESOLVED to approve the End of Year accounts for this committee, copies of which were circulated with the Agenda, and to note the Civic Board End of Year accounts, copies of which were also circulated previously.

894 DATE OF NEXT MEETING

NOTED the next meeting to be held on Tuesday 10th July 2018 in the Pitman Committee Room, The Civic Centre, St Stephens Place, Trowbridge at 19:00hrs.

895 PRESS RELEASE

RESOLVED to make the following press releases:

- Beech Grove, Cavell Court, Paxcroft and Yeoman Way play areas
- Temporary closure of BMX track for refurbishment
- Friends of the River Biss
- Public Toilets

Action: Hayley Bell to include the staffing updates within the TTC Newsletter.

The meeting closed at 20.35hrs

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

NEIGHBOURHOOD SERVICES COMMITTEE 29TH MAY 2018 ACTION LIST

ACTION	BY WHOM	DATE COMPLETED
<p>Jennings Funfair - Cllr Halik suggested the council needs to look at the policing of the funfair, such as security, protection and stewarding.</p> <p>RESOLVED: That Trowbridge Town Council confirms that it is content for the Jennings Fun Fair to continue to operate in the Town Park on an occasional basis and that it would not be advantageous to consider further the possibility of relocation at this time.</p>	<p>KB Facilities Manager to provide information on this to the next meeting.</p> <p>LA</p>	
<p>Bowls Club – it was noted that the Bowls Club have not yet submitted a councillor led bid, via Cllr Palmen, to the Trowbridge Area Board.</p>	<p>Carl Maddox to chase this for an update in conjunction with Cllr Palmen.</p>	
<p>PUBLIC TOILETS. RESOLVED: That the council undertakes a review of the public toilet facilities in the town.</p>	<p>CL</p>	
<p>Bowles Court (rear of Church Walk)</p>	<p>Cllr Palmen to liaise with Curo housing association to establish ownership of this area to eradicate the build-up of waste.</p>	
<p>Skatepark – the bin is not being emptied properly; consideration to re-location of the bin and bench is underway. Idverde report that the skateboarders have made half holes to make extra ramps.</p>	<p>Carl Maddox to carry out an onsite visit and obtain an update.</p> <p>Cllr Halik to forward Carl Maddox the relevant email</p>	
<p>Parish Steward Scheme</p>	<p>Carl Maddox to send out the list of what jobs the Parish Stewards are able to carry out.</p>	
<p>Setting up a Friends of the River Biss group</p>	<p>Cllr Palmen to initiate</p>	
<p>TCAF</p>	<p>Send newsletter out to all community groups.</p>	
<p>Litter Bins RESOLVED to approve: That until such time as we are in a position to take over the litter bin service from Wiltshire Council, including waste removal (which is likely to be after 2020/21) then the town council will only be able to support the replacement of existing bin locations, with Wiltshire Council continuing to provide the emptying service but that the town council will consider costs and options for transfer at the earliest opportunity.</p>	<p>LA/CL</p>	
<p>Salt Bins RESOLVED: That the town council takes over responsibility for the remaining 9 Salt Bins listed</p>	<p>LA/CL</p>	

<p>below from Wiltshire Council and defers the request from Cllr Oldrieve, made at the last meeting for a new salt bin in Castlemead, until after the taking over of the remaining 9 salt bins, allowing time to re-assess resources available and maintenance requirements and also confirms the additional bins located at Bond Street and Waterworks Road.</p>		
<p>Quarterly Management Accounts <i>RESOLVED to approve the End of Year accounts</i></p>	<p>JW</p>	
<p>Press Release RESOLVED to make the following press releases:</p> <ul style="list-style-type: none"> • Beech Grove, Cavell Court, Paxcroft and Yeoman Way play areas • Temporary closure of BMX track for refurbishment • Friends of the River Biss • Public Toilets 	<p>LA</p> <p>LA</p> <p>LA</p> <p>LA</p> <p><i>Hayley Bell to include the staffing updates within the TTC Newsletter.</i></p>	