

MINUTES

At a meeting of the Neighbourhood Services Committee held in the Pitman Room, Civic Centre, St Stephen's Place, Trowbridge on Tuesday 26th March 2019 at 6.30pm

Present: Councillors: Brice, Bryant, Cavill, Drewett (In the Chair), Fuller, David Halik, King, Palmen and Whiffen.
Officers: Ms C Lyall, Head of Cultural & Neighbourhood Services, Mr C Maddox, Neighbourhoods Officer, and Mrs T Carpenter (Minutes)
In attendance: Cllr Deb Halik
Public: 0 Press: 1

A minute's silence was held in memory of Councillor Graham Payne who passed away on Saturday 23rd March 2019.

938 **APOLOGIES**

There were no apologies.

939 **MINUTES**

- a) **RESOLVED to approve the Minutes of the Neighbourhood Committee meeting held on Tuesday 11th December 2018, noting that Cllr Kirk has asked for clarification that he did not ask for demolition of the public toilets in the Park, and noting Mr Adabashi's response to those minutes sent by email to the Chairman, Cllr Drewett on 21st January 2019.**
- b) There were no questions arising from those minutes.
- c) **RESOLVED to note the minutes of Trowbridge in Bloom meetings held on 10th January 2019, 14th February 2019 and 14th March 2019.**
- d) **RESOLVED to note the minutes of the Friends of Biss Meadows held on 22 November at 7pm in Tesco Community Room.**
- e) **RESOLVED to note the minutes of the Friends of Trowbridge Park meeting held on 15th February 2019 at Café Vita, Castle Street.**

940 **DECLARATIONS OF INTEREST**

There were none.

941 **CHAIR'S ANNOUNCEMENTS**

The Chair reported that there will be a verbal update from the Neighbourhoods Officer (NO) on the Public Toilets in the Park on Item 2.3 on the Neighbourhoods Report.

942 **OPEN FORUM**

There were no members of the public present.

943 **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.

The Neighbourhoods Officer (NO) reported that following the resignation of the Chair of the Friends of Trowbridge Park, that he and the Head of Service (HOS) had met with the remaining members, who are happy to continue to work with us and have funding available.

2.2 Bowls Club – Cllr Palmen asked for some clarification on the current agreement between both parties, in terms of who is responsible for what. The HOS has tried to clarify the terms of the lease but confirmed she will meet with them and go through it constructively and advise accordingly. The agreement stands until 2023, although it was noted that it can be changed if both parties agree to the changes.

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

2.3 Public Toilets – the (NO) reported he had contacted 8 companies, and had only today received two responses. Healthmatic, who are currently refurbishing the toilets in Bradford on Avon, and Danfo on the same spec quoted £108,000. The original design company have gone out of business. A quote has also been received from Gaiger Bros for demolishing at £3,650. The NO awaits one more quote next week from the company who currently maintain the toilets for The Shires. The committee noted that DDA requirements may change in the future which may require further work.

2.4 Recognise natural environment – NO met with Chris Hogg West Wilts Nature Group – to discuss ways in which we can encourage people to look at the park as a natural environment, not just as a space where activity happens. Ideas such as installing bird and owl boxes and looking for potential areas to sow wild seeds. We need to encourage people to appreciate the natural environment in the town, including The Down cemetery, and Biss Meadows Country Park.

2.5 Community Garden - Cllr Whiffen understood this was to be removed, however it was confirmed that no decision had been reached. It was suggested that it is incorporated into recognising the general environment, utilising what is there and maybe make a few enhancing changes

ACTION: The HOS will provide a full up to date report at the next meeting, having discussed the various issues with Mel Jacob.

3.4 Asset Transfer - still awaiting £25,000.

UPDATE: £25,000 has now been received.

Cllr King asked for an update on the possible transfer of car parking. The NO updated the committee as follows:

- There is no further news on the transfer of car parking
- We will maintain all of the bus shelters
- We will replace the suburban bins with new litter bins and empty them
- We have taken over maintenance of all of the grit bins
- We have commenced some street cleaning and weeding.

Phases 1 & 2 - ACTION: Please include dates of when work is planned.

4.2 Weedripper – still a reactive service, doing it in patches where reported.

4.3 Litter Bins – Cllr Halik – Is it possible to obtain the general waste and recyclable bins side by side?

ACTION: The NO will review this.

4.6 Groundsman/Probation Service – Cllr Cavill enquired how valuable is the use of Probation workers to the service. The NO confirmed he couldn't do all the work without them, so very valuable. Cllr Halik also requested that the cleaning of County Way is carried out again. It was confirmed that the new post is being re-advertised for the Groundsman.

The NO reported that a demo of the street sweeper will be taking place on 9th April at 10am. Councillors are invited to attend; a confirmation email will be sent out by the NO as soon as full details are known.

Cllr Deb Halik referred to the High Streets Community Clean Up Fund which will provide funding for equipment to Wiltshire Council to work together with community groups to utilise when carrying out a street clean up. The NO reported he already had this in hand and had contacted some community groups. He had also enquired of WC as to whether the town council could purchase some equipment on behalf of the community groups but is still awaiting a response. Any street clean-up has to be actioned in March or April to enable a report to go to central government.

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

Cllr Palmen reported that the Newtown Residents' Association are interested but are unable to store equipment. The NO confirmed that unfortunately it was not possible for the town council to store this equipment on their behalf.

ACTION: circulate email from Cllr Wayman to all councillors.

5.2 Textile Garden – has received some vandalism since the work recently carried out by the Prince's Trust Team. Rocks painted by members of the community have all been fixed in place.

5.4 BB – Stallards Skatepark - Cllr Brice enquired if there is any chance of it being transferred to the town council. There is no knowledge of this currently.

UPDATE: WC have advised that discussions on further asset transfers will take place with the town council during 2019/20.

6.2 My Wiltshire Highways & Street Scene App - Cllr King – Flooding at Cockhill – the Chair suggested Cllr King approaches Wiltshire Council Highways via her Wiltshire Councillor (Deb Halik), quoting the report number.

7.4 – The NO reported he had received emails reporting there had been some vandalism in various play areas.

- **Paxcroft Mead** - The handles will be replaced on the climbing wall and replacing the rope bridge by Budgens
- **Cornbrash Rise** – motorcycle has been hacksawed off.
- **Studley Green** –ripped down hardcourt fencing and smashed Studley Green Community Centre windows
- **BMX track** -fencing around has been ripped down. Police are checking CCTV.

A social media report has been issued advising that both play areas at Studley Green have been closed due to vandalism, as they are a health and safety risk. The NO has been in touch with the Neighbourhood Tasking Group regarding graffiti.

7.5 Friends of The Down Cemetery - continues as normal. Unfortunately WC has requested a risk assessment on the use of the ladder used to hang a bird box.

944 ENFORCEMENT OFFICER (Report item 4.6) (copy report attached)

RESOLVED that the town council awaits the outcome of E H Commercial's review of its Business Model before considering employing an Enforcement Officer, or looking into a partnership working Enforcement Service with other local councils.

945 GRIT BINS (Report Item 4.7)

RESOLVED: That the committee approves the supply of an additional grit bin at Mascroft Road.

946 CATG - (Report item 6.3)

Cllr David Halik reported that Government are looking into the reduction of signage.

RESOLVED: That the committee approves the following additional 33.3% contributions:

Conversion of Footpath TROW13 from Gloucester Road to Pitman Avenue to allow cycling	£500.00
Survey into pedestrian crossing on Seymour Road	£200.00
TOTAL	£14588.40
Which would leave a Balance to allocate of:	£411.60

947 TROWBRIDGE PARK VOLUNTEERS' STATEMENT (Report Item 7.1)

ACTION: The committee agreed that the town council will write to the volunteers to thank them for their continued help and advise them that we will consider any ideas they may wish to put forward.

RESOLVED that the Council welcomes the receipt of an email from Ron Lomas in relation to those who were former Friends of Trowbridge Park and supports the continued relationship.

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

948 QUARTERLY MANAGEMENT ACCOUNTS (Report Item 8.1)

RESOLVED to approve the 3rd quarter accounts, copies of which were previously circulated with the Agenda.

949 DATE OF NEXT MEETING

a) **NOTED:** the next meeting to be held **on the amended date of Tuesday 28th May 2019 at 6.30pm** in the Pitman Committee Room, The Civic Centre, St Stephens Place, Trowbridge.

b) **RESOLVED** that all future meetings in 2019/20 are to commence **at 7.00pm**.

The Chair noted that there had been several updated copies of the Calendar of Meetings issued this week and suggested councillors double check they have the correct up to date copy.

UPDATE: In future all Calendar of Meeting documents will have the issue date **and time** in the footnote to avoid confusion, and the website will be updated accordingly.

950 PRESS RELEASE

RESOLVED to make the following press/social media releases:

- **Vandalism**
- **Trowbridge Park volunteers**
- **Events up and coming to be put on our What's On, including groups such as The Friends of The Down Cemetery**

The meeting closed at 19.16hrs

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

NEIGHBOURHOOD SERVICES COMMITTEE 26th MARCH 2019 ACTION LIST

ACTION	BY WHOM	DATE COMPLETED
Community Garden - ACTION: The HOS will provide a full up to date report at the next meeting, having discussed the various issues with Mel Jacob.	CL	
Asset Transfer Phases 1 & 2 - ACTION: Please include dates of when work is planned.	CL/CIM	
Litter Bins – Cllr Halik – Is it possible to obtain the general waste and recyclable bins side by side? ACTION: The NO will review this.	CIM	
High Streets Community Clean Up Fund ACTION: circulate email from Cllr Wayman to all councillors.	TC	3/4/2019
RESOLVED that the town council awaits the outcome of E H Commercial's review of its Business Model before considering employing an Enforcement Officer, or looking into a partnership working Enforcement Service with other local councils.	CL	
GRIT BINS RESOLVED: That the committee approves the supply of an additional grit bin at Mascroft Road.	CL	
CATG - RESOLVED: That the committee approves the following additional 33.3% contributions: Conversion of Footpath TROW13 from Gloucester Road to Pitman Avenue to allow cycling £500.00 Survey into pedestrian crossing on Seymour Road £200.00 TOTAL £14588.40 Which would leave a Balance to allocate of: £411.60	CL/LA	
TROWBRIDGE PARK VOLUNTEERS' STATEMENT ACTION: The committee agreed that the town council writes to the volunteers to thank them for their continued help and advise them that we will consider any ideas they may wish to put forward. RESOLVED that the Council welcomes the receipt of an email from Ron Lomas in relation to those who were former Friends of Trowbridge Park and supports the continued relationship.	TC	3/4/2019
RESOLVED that all future NS committee meetings in 2019/20 are to commence at 7.00pm.	All to note	
PRESS RELEASE Vandalism Trowbridge Park volunteers Events up and coming to be put on our What's On, including groups such as The Friends of The Down	LA	