

MINUTES

At a meeting of the Neighbourhood Services Committee held in the Pitman Room, Civic Centre, St Stephen’s Place, Trowbridge on Tuesday 28th May 2019 at 7pm

Present: Councillors: Bazan (Vice Chair), Brice, Bryant, Drewett (In the Chair), David Halik (substituting for Cllr Fuller) Deb Halik, King, Oldrieve, Palmen and Whiffen.
Officers: Mr Lance Allan, Town Clerk, Mr C Maddox, Neighbourhoods Officer, and Mrs T Carpenter (Minutes)
In attendance:
Public: 2 Press: 0

951 APOLOGIES

RESOLVED to accept apologies with reasons from Cllr Fuller.

952 MINUTES

- a) **RESOLVED to approve the Minutes of the Neighbourhood Committee meeting held on Tuesday 26th March 2019.**
- b) There were no questions arising from those minutes.
- c) **RESOLVED to note the minutes of Trowbridge in Bloom meetings held on 11th April 2019 and 9th May 2019.**
- d) **RESOLVED to note the minutes of the Friends of Biss Meadows held on 28th February & 25th April 2019**

953 DECLARATIONS OF INTEREST

There were none.

954 CHAIR'S ANNOUNCEMENTS

The Chair proposed and it was agreed to bring forward Agenda Item 7 – Trowbridge Bowls Club, following the Open Forum.

955 OPEN FORUM

The Chair invited Sandy England, Treasurer of Trowbridge Bowls Club since 2012, to speak.

Sandy reported the club’s concern regarding the current deteriorating relationship between the town council and the Bowls Club, particularly over the receipt of an invoice which had been presented to them for fire extinguishers and PAT testing, both of which the committee feel they are not responsible for. Sandy maintained the club had not requested that PAT testing be done, however they had received a notification from the Head of Service that it was a legal requirement to have this done and if the invoice is not paid, the town council would instruct their legal department accordingly. They believe the fire extinguishers belong to the town council. The Bowls Club have never paid for fire extinguishers before and feel they are being unfairly punished for something they believe is not their responsibility.

Sandy also reported that the bowling green last year was not suitable to play on, resulting in them having to take County matches away. They have carried out some works, painting and preserving, and installing a suspended ceiling at their own cost, doing the work themselves. Saturday they received another invoice regarding a recharge (of a different amount), in respect of retrospective cost of living increases not previously applied, which they paid within 7 days. A plumber fixed the urinal before the invoice came, however it is still leaking and out of order.

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

Fiona Watson, Bowls Club member, reported that she understood they did not have a sole tenancy and that the landlord is responsible under Clause 29. Fiona expressed the importance of improving the relationship between the Bowls Club and the town council and invited councillors to attend their Open Day.

The Town Clerk apologised for the way in which the information has been conveyed to the Bowls Club, confirming that with regard to the rental increase, the town council hasn't made any retrospective charges, they simply applied all the increase in one year, now charging the Bowls Club what the council should have charged them in year five.

Sandy asked for a breakdown, the Town Clerk reported the following, showing the increase to be applied for the following year and the amount that should have been charged each year:-

| | | |
|-------|-----------|-------|
| 14/15 | £3,000.00 | 1.2% |
| 15/16 | £3,036.00 | -0.1% |
| 16/17 | £3032.96 | 1% |
| 17/18 | £3063.29 | 3% |
| 18/19 | £3155.19 | 2.4% |
| 19/20 | £3230.92 | |

Fiona confirmed they would inform the Neighbourhoods Officer (NO) and Head of Service(HOS) in future as soon as an invoice is paid.

957 **TROWBRIDGE BOWLS CLUB (Report Item 2.2)**

The Town Clerk understood that the Bowls Club have the same agreement as they had with the former West Wiltshire District Council, stating that whilst it is not the best agreement, we need to try to work with the agreement we have. Since the management restructure within the Neighbourhoods Department the agreement has been reviewed, and the council has received advice and believe it is correct to charge for Health & Safety activity, as per clause 29. Whilst the council accepts there is no legal requirement for PAT testing, there is a need to ensure all electrical equipment is safe, and most people use PAT testing, and the council, as owners of the building, require confirmation that this is being done. The Town Clerk suggested the Bowls Club can make alternative arrangements and show the council confirmation that it has been done.

The Town Clerk reported that both parties need to agree to change the agreement. PAT testing costs last time totalled £98 + VAT. It was suggested that in the short term, the council could pay the PAT testing as a one off payment and look into drafting a new agreement.

Councillor Bryant proposed that the council should consider charges for 2018/19 and 2019/20 for Fire and PAT testing and bring it back to this committee for ratification.

The Town Clerk confirmed it should be a formal lease with the club, not necessarily a formal repairing lease, but to include regular maintenance and cutting of the grass, as the Bowls Club might want to do some of the work themselves. It was noted that the council will need to review costings as if we are taking on this responsibility it will have a cost.

The Town Clerk suggested that the committee might want to make a gesture of goodwill that the Town Council withdraws the invoice for PAT testing and fire equipment for 2018/19 and 2019/20 and seek to form a new agreement. This was proposed and seconded and a vote took place and it was

RESOLVED That as a gesture of goodwill that the Town Council withdraws the invoice from the Bowls Club for PAT testing and fire equipment for 2018/19 and 2019/20 and seek to form a new agreement.

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

956 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.

2.1 Town Park events – WAFAV weekend - It was noted that there will be 250 Royal Artillery personnel on the Sunday.

Problems getting electricity from the bandstand

ACTION: NO will ask the Facilities Manager.

2.3 Public Toilets – Cllr Kirk had asked if he could be allowed to go into the toilet block to take photos. Cllr King noted that a resolution to demolish them had already taken place and therefore made a proposal, seconded by Cllr Palmen, that members do not allow Cllr Kirk to pursue the matter any further.

RESOLVED: Not to allow Cllr Kirk to go into the toilet block to take photos.

ACTION: The HOS to send councillors a list of the toilets available to the public in the vicinity of Trowbridge Park

2.5 Community Garden –

ACTION: Cllr Whiffen requested an agenda item for the next meeting to ascertain an update.

2.6 Prince's Trust – Team 21 are looking for projects – suggestions are

- offer the top corner of the park by the container, with the town council giving the team a rough estimate of what we want – picnic area etc, at no cost to us. It was noted that it should have a non-structural stipulation on it, so if it gets vandalised the town council does not have to repair it.
- Biss Meadows
- Holbrook School – in summer.

ACTION: Councillors to email the NO within the next two weeks with suggestions

Update: Due to time restrictions the NO is liaising with the Prince's Trust Team to commence the project at the top end of the park.

3.3 Social Media – going well.

3.4 Asset Transfer – Play areas – public consultation letters have been delivered to residents for their views in the Silver Meadows and Poplars areas suggesting that these two play areas may close, with the funding being more cost effectively spent on refurbishing Spring Meadows play area.

3.5 Paxcroft Cricket Ground – When the new surgery extension was built at Seymour on the field that had been used by Trowbridge Cricket Club as their practice ground, a contribution towards alternative cricket facilities was made through a S106 agreement. Following a number of alternative schemes not reaching fruition the proposal is now to improve the Cricket area at Paxcroft Mead, situated between the community centre and the Mead School. This is currently owned by Wiltshire Council and they have asked if the town council would consider taking it on and then reaching an agreement with Trowbridge Cricket Club. The council is meeting Trowbridge Cricket Club on Tuesday 11th June to discuss it further.

4.3 Litter Bins – It was noted that the Cradle Bridge bin has been removed, and that it would cost more to empty bins than to go with the street sweeping machine to sweep up litter.

4.4 Benches –

ACTION: re-site a bench where one was removed on the roundabout by Holy Trinity Church; and remove benches outside Bowyers.

4.8 Graffiti Castle Place Multi Storey Car Park - It was noted that Id-verde are cleaning it today. Wiltshire Council have agreed to supply anti-graffiti paint and the town council will pay for two tins of white paint for stairwell.

5.4 Skatepark – whilst it was noted that the users are not happy with it, there is no funding currently available from the town council. TCAF worked for many years and may get grant funding.

7.5 Friends of the Down Cemetery – Cllr Drewett thanked the HOS for the tulip bulbs

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

10. The Town Clerk was thanked for his presentation to the TACLS meeting, which was very informative.

958 CATG - (Report item 6.3)

RESOLVED TO NOTE the following:

The budget for CATG support projects for 2019/2020 is £15,000 and the council has already approved allocations as follows:

| | | |
|--|-------------------|-------------------|
| Wingfield Rd speed limit reduction 40-30mph London Bridge - Hungerford Ave | £3,000.00 | |
| Drynham 20mph (excluding Holbrook Lane) | £4,000.00 | |
| Footway improvements in Bellefield Crescent | £972.40 | (paid April 2019) |
| Footway works Union Street (Hiscocks Eng.) | £1,533.00 | (paid April 2019) |
| Pitman Avenue to allow cycling | £500.00 | |
| Survey into pedestrian crossing on Seymour Road | £200.00 | |
| TOTAL | £10,205.40 | |
| Remaining balance | £4,794.60 | |

Cycleway/footway along County Way -scheduled for completion towards autumn – no monies required from town council.

958 QUARTERLY MANAGEMENT ACCOUNTS (Report Item 8.1)

Cllr Halik suggested a Cost code specifically for general vandalism.

ACTION: Town Clerk

RESOLVED to note the End of year accounts, copies of which were previously circulated with the Agenda.

959 DATE OF NEXT MEETING

NOTED THAT the next meeting to be held on 24th September 2019 at 7.00pm in the Pitman Committee Room, The Civic Centre, St Stephens Place, Trowbridge.

960 PRESS RELEASE

RESOLVED to make the following press/social media releases:

- **Appointment of new Groundsman Operative**
- **Taking more responsibility for multi storey car park**

The meeting closed at 20.35hrs

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

NEIGHBOURHOOD SERVICES COMMITTEE 28th MAY 2019

ACTION LIST

| ACTION | BY WHOM | DATE COMPLETED |
|---|---------|----------------|
| <i>RESOLVED That as a gesture of goodwill that the Town Council withdraws the invoice from the Bowls Club for PAT testing and fire equipment for 2018/19 and 2019/20 and seeks to form a new agreement.</i> | LA/CL | |
| Town Park events – WAFV weekend. Problems getting electricity from the bandstand ACTION: NO will ask the Facilities Manager. | CM | |
| Public Toilets – ACTION: The HOS to send councillors a list of public toilets available to the public in the vicinity of Trowbridge Park | CL | |
| Community Garden – ACTION: Cllr Whiffen requested an agenda item for the next meeting to ascertain an update. | CL/TC | |
| ACTION : re-site a bench where one was removed on the roundabout by Holy Trinity Church; and remove benches outside where Bowyers were. | CL/CM | |
| Quarterly Management Accounts -_Cllr Halik suggested a Cost code specifically for general vandalism. ACTION: Town Clerk | LA | |
| RESOLVED to make the following press/social media releases: <ul style="list-style-type: none"> • Appointment of new Groundsman Operative • Taking more responsibility for multi storey car park | CL | |