

MINUTES

At a meeting of the Neighbourhood Services Committee held in the Pitman Room, Civic Centre, St Stephen's Place, Trowbridge on Tuesday 17th December 2019 at 7pm

Present: Councillors: Bazan, Bryant, Drewett (In the Chair), Fuller, Hoar, King, Oldrieve, Palmen and Whiffen.

Officers: C Lyall, Head of Cultural & Neighbourhoods, Mr C Maddox, Neighbourhoods Officer, and Mrs T Carpenter (Minutes)

In attendance:

Public: 0 Press: 0

975 **APOLOGIES**

RESOLVED to accept apologies with reasons from Cllr Brice.

976 **MINUTES**

a) **RESOLVED to approve the Minutes of the Neighbourhood Committee meeting held on Tuesday 24th September 2019.**

b) There were no questions arising from those minutes.

c) **RESOLVED to note the minutes of Trowbridge in Bloom meetings held on 10th October 2019.**

977 **DECLARATIONS OF INTEREST**

There were none.

978 **CHAIR'S ANNOUNCEMENTS**

There were no Chair's Announcements.

979 **OPEN FORUM**

There were no members of the public present.

980 **THE HEAD OF CULTURAL & NEIGHBOURHOODS SERVICES REPORT**

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

2.1 Town Park Events – various charges for certain events but no admin fee.

ACTION: Facilities Manager to circulate procedure and costings.

2.2 Bowls Club – Cllr King enquired if the problems regarding the payment of PAT testing had been resolved. The minutes of the meeting held on 28th May are as follows.

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.

2.3 Climate Change –

- **Planting** - Cllr Hoar commended the use of perennials in the borders. The NO confirmed that signs would be displayed informing the public of our intentions to try planting more bio diverse plants. The NO confirmed that Wiltshire Council will notify us if any weeds need removing which might involve the use of chemicals so that we can possibly utilize our machinery which does not use chemicals

- **Weedripper** – it was noted that both the road sweeper and weed ripper would be utilized in clearing up excessive leaves

Cllr King reported flooding on Cockhill due to blocked drains.

ACTION: The NO will put in another report to Wiltshire Council.

- **Water** – looking at alternative locations since ascertaining that an electric point is required to install a water filling station. Also liaising with local shops with regard to them offering the public free water bottle filling.

3. Playareas –

ACTION: Please include dates on table and total end columns

Parsonage Road – remove old play area. Have all three quotes for Painters Mead etc so once money received will get work done. Wiltshire Council confirmed we would receive S106 monies in one lump sum in December.

4.1 Street Cleaning – response from parish council? Yes - Hilperton, North Bradley, Southwick and Bradford on Avon.

4.2 Barrowman – it was noted that we can only gain control of the barrowman if this service is transferred from WC. Raise with Wiltshire Council.

ACTION: We will email Highways but WC councillors are asked to support this.

4.3 Litter Bins

ACTION: Re-send list of litter bins to councillors

4.4 Bus Shelters - Green Lane – Perspex sides disappeared.

ACTION: The NO will investigate.

5.5.1 Home Farm Close – work required is: fencing raised, tarmac path, hedgerow and fencing around perimeter.

6.2 My Wiltshire Highways

ACTION: if having difficulties please email NO – who will feedback.

7.3 FOBM – can't use powered machinery anymore as WC claim insurance issue to cover volunteers, same at the Down Cemetery.

ACTION: Cllrs Oldrieve and Palmen will take up with Area Board.

Cllr Drewett will obtain email from FOBM and Cemetery to forward to SO.

10.2 Town Centre Wayfinding Signage - needs a group setting up.

ACTION: CL to discuss with Town Clerk re setting up a group, with plans.

967 COMMUNITY GARDEN – (Report Item 2.4)

Cllr Whiffen proposed an amendment to remove the shed, which was seconded. A vote took place on the amendment to remove it with 6 in favour and 3 abstentions.

RESOLVED: to remove the shed.

968 SILVERMEADOWS/THE POPLARS/SPRING MEADOWS (Report item 3.1)

RESOLVED : To remove the Poplars and Spring Meadows play areas and amalgamate them into the larger Silver Meadows. The ground for the play areas to be returned to a seating area and green open space

969 CATG - (Report item 6.3)

Drynham 20mph (excluding Holbrook Lane)	£4,000.00	Completed August 2019
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 Gloucester Road to formalise cycling	£500.00	
Survey into pedestrian crossing on Seymour Road	£200.00	
TOTAL	£7,205.40	
REMAINING BALANCE	£7,794.60	
ADDITIONAL CONTRIBUTIONS FOR APPROVAL:		
Broadcloth Lane, Clothyard and Weavers Drive, 20mph speed limit assessment	£625.00	
College Road/Sycamore Grove, additional bollards	£250.00	
LEAVING	£6,916.60	

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

Study carried out by housing association in Longfield and main thing was speeding. Should make whole area to 20mph.

RESOLVED: To approve the above two additional contributions totalling £875.00 to CATG projects.

Cllr King reported she had set up a community speed watch group, who would be receiving training on 7th January 2020. Congratulations were extended to Cllr King, who invited other members to join if they wished, or to set up in their own constituencies.

970 GROUNDS MAINTENANCE CONTRACT AND ADDITIONAL PLAY AREAS (Report item 9.1)

RESOLVED that the Town Council extends the current green space maintenance contract with id-verde until 31st March 2022 in accordance with clause 4 of the existing contract so that it falls in line with Wiltshire Council.

ACTION: HOS to confirm to id-verde.

971 QUARTERLY MANAGEMENT ACCOUNTS (Report Item 8.1)

4035 – underspend due to a duplication accounting error.

1300 reserves – 4522 should be green. The £35k transfer from reserves is based on the funding received from Wiltshire Council and underspend on the current year grounds maintenance.

4180 street cleaning – saved money as didn't get street cleaner until later in financial year

1000 - Income on garages – going up next year – 8 in total. What is market value?

ACTION: Discuss market value of garages at next meeting on 24th March 2020.

RESOLVED to approve the 2nd Qtr accounts, copies of which had previously been circulated with the Agenda.

972 DRAFT BUDGET 2020/21 (Report item 8.2)

1000 – Rent - Garages – budget should read £4400 – query budget

4180 – drop in budget as made savings on bulk buy

Street cleaning income – hope to achieve by other parishes using the sweeper

1009 – Allotments income – noted that we won't get Home Farm Close rents if they form a constituted group.

The HOS left the meeting at 20.07hrs.

RESOLVED to recommend this committee's Draft Budget for approval to the Policy & Resources Committee on 14th January 2020, copies of which had previously been circulated with the Agenda.

973 DATE OF NEXT MEETING

a) **NOTED** the next meeting to be held on 24th March 2020 at 7.00pm in the Pitman Committee Room, The Civic Centre, St Stephens Place, Trowbridge.

974 PRESS RELEASE

RESOLVED to make the following media releases regarding any of the issues considered by this meeting:

- **Speedwatch**

The meeting closed at 20.10hrs

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

NEIGHBOURHOOD SERVICES COMMITTEE 17th DECEMBER 2019

ACTION LIST

ACTION	BY WHOM	DATE COMPLETED
<p>2.1 Town Park Events – various charges for certain events but no admin fee. ACTION: Facilities Manager to circulate procedure and costings.</p>	KB	Done
<p>Cllr King reported flooding on Cockhill due to blocked drains. ACTION: The NO will put in another report to Wiltshire Council.</p>	CM	
<p>Playareas – ACTION: Please include dates on table and total end columns</p>	CL/CM	
<p>Barrowman – it was noted that we can only gain control of the barrowman if this service becomes an asset transfer. Raise with Wiltshire Council. ACTION: We will email Highways but WC councillors are asked to support this.</p>	CM/ WC Cllrs	
<p>ACTION: Re-send list of litter bins to councillors</p>	CM	
<p>Bus Shelters - Green Lane – Perspex sides disappeared. ACTION: The NO will investigate.</p>	CM	
<p>My Wiltshire Highways ACTION: if having difficulties please email NO – who will feedback.</p>	All to note	
<p>FOBM – can't use powered machinery anymore as WC can't cover volunteers, also Down Cemetery. ACTION: Cllrs Oldrieve and Palmen will take up with Area Board. Cllr Drewett will obtain email from FOBM and Cemetery to forward to SO.</p>	Cllrs SO/SP Cllr Drewett	
<p>Town Centre Wayfinding Signage - needs a group setting up. ACTION: CL to discuss with Town Clerk re setting up a group, with plans.</p>	CL	
<p>COMMUNITY GARDEN RESOLVED: to remove the shed.</p>	CM	
<p>SILVERMEADOWS/THE POPLARS/SPRING MEADOWS RESOLVED : To remove the Poplars and Spring Meadows play areas and amalgamate them into the larger Silver Meadows. The ground for the play areas to be returned to a seating area and green open space</p>	CM	

<p>CATG Broadcloth Lane, Clothyard and Weavers Drive, 20mph speed limit assessment - £625 College Road/Sycamore Grove, additional bollards - £250 RESOLVED: To approve the above two additional contributions totalling £875.00 to CATG projects.</p>	<p>LA</p>	
<p><u>GROUNDS MAINTENANCE CONTRACT AND ADDITIONAL PLAY AREAS</u> RESOLVED that the Town Council extends the current green space maintenance contract with id-verde until 31st March 2022 in accordance with clause 4 of the existing contract so that it falls in line with Wiltshire Council.</p>	<p>LA/CL</p>	
<p><i>ACTION: Discuss market value of garages at next meeting on 24th March 2020.</i></p>	<p>CL/CM</p>	
<p>RESOLVED to recommend this committee's Draft Budget for approval to the Policy & Resources Committee on 14th January 2020, copies of which had previously been circulated with the Agenda.</p>	<p>LA/CL</p>	
<p>Press/social media releases:</p> <ul style="list-style-type: none"> • Speedwatch 	<p>CL to liaise with Cllr King</p>	