

RECORD OF DISCUSSION

These notes are in lieu of official minutes as this was not an official meeting of the committee and all decisions are being taken under delegated authority by officers.

At a weekly briefing for Neighbourhood Services held on MS TEAMS Tuesday 30th June 2020 at 7pm

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

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

In attendance:

Public: 0 Press: 0

989 APOLOGIES

Noted apologies with reasons from Cllr Oldrieve.

990 MINUTES

Noted that the Minutes of the Neighbourhood Committee meeting held on Tuesday 17th December 2019 (previously circulated) would be approved at the first official meeting. There were no questions.

991 DECLARATIONS OF INTEREST

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

992 CHAIR'S ANNOUNCEMENTS

There were no Chair's Announcements.

993 OPEN FORUM

There were no members of the public present.

994 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. Town Park – Carl Maddox stated we have received emails regarding the pond. We have infrastructure in place to repair this to prevent issues in the future. K. Buckingham will be obtaining quotes on return from leave. This time of year is excellent for cleaning the pond which will be done when the team returns. Cllr Fuller asked if anything could be done in the drain area, such as blocking off the flow of water down the stream at any time of year. The Town Clerk stated that the environment agency might not give permission to do this and the residents along Paxcroft Brook might not be happy with this if their gardens got flooded. Cllr Fuller stated that the block would be controlled by ourselves which could be removed if necessary. Carl Maddox will send an email to the environment agency tomorrow. Cllr Drewett stated that the pump was running flat out but not moving any water. Carl stated this shouldn't burn out as it is built to be continuously run but it is an odd system and we need to implement the infrastructure changes. The Town Clerk stated there have been some positive comments on social media on the volunteers this week. Cllr Fuller noticed in the accounts that we were charged for the water leak by the bandstand so assumes that damages were made to the pipes. This could have been done by previous contractors, has this been investigated? Carl stated that K. Buckingham is in discussions with the contractors now. Cllr Drewett asked about vandalism to the bowls club. Carl stated that there will be action on the board put up that morning.

3. Play Areas – C. Maddox stated that we were given Section 106 money when we took on the play areas. We have been asked if we are in a position to cut grass etc. but we decided that it's more cost effective if Wiltshire Council keeps section 106 money and we ask them to continue services (grass cutting, bin emptying etc.) We are planning to open play areas this Saturday 4th July. We have bought antibacterial spray pack to spray equipment weekly and it will be stated that families use play equipment at their own risk & it's their parents' responsibility. The Town Clerk advised the national guidance is that play areas should be supervised by council staff, each piece of equipment should be cleaned after each use and other specific criteria. Councils have lobbied hard to the Ministry to advise that the guidance is totally unworkable. If this guidance stands play areas will not open on Saturday. Most Town Clerks have decided it is appropriate to put signage up advising parents what is expected. The Chairman of Association Play Installers has had another meeting today with the Deputy Director of the Ministry who have assured they will consider revisions to the guidance. A small minority have been entering play areas if locked so this would be expected to get worse if not opened on Saturday. Therefore, play areas will be opened on Saturday with appropriate signage.

Cllr Bryant has been in contact with residents of Drynam Park. Is there an update on the fence, the bins and grass cutting? Is the gate locked as a resident has gone in and cut the grass this week? Carl replied that Wiltshire Council are responsible for the bins. Grass has been left long to deter use of play areas during Covid but all of these will be cut by the end of this week. Now play areas are opening, fences will be mended this week. The Town Clerk reiterated that the quote from Id-Verde was £30,000 per year, so Wiltshire Council will continue do the work and we will forego the £2,700. This will continue until we do a further deal with Wiltshire Council. We will not be responsible for the 'soft' maintenance such as grass cutting. Cllr Brice asked if Wiltshire County will continue to do this properly? Carl assured that they will be pushed to do this. The Town Clerk stated that the grass being left long highlights that it's Wiltshire Council's responsibility. Cllr Drewett asked about Parsonage Road. Carl stated we have the quotes in for equipment at Parsonage Road but waiting on the funding. The Town Clerk stated that previously it was advised that we wouldn't need new equipment but since then we have done further research and discovered that it was preferred if we could use money to get new equipment, replacing the old. Cllr King asked how we are going to make sure Wiltshire County will cut the grass and empty the bins? Carl assured that we have social media as a strong weapon to highlight the issue if not done and the public will be highly aware of this with play areas opening. Cllr King highlighted that we have been asked to be sympathetic with grass cutting to leave wild flowers, could we look at this around play areas. Carl stated he will look into this. Cllr Palmen stated we will need to have a big review once we have control over green areas. Carl stated that regarding the parks, the beds have not been planted this year as the nurseries were hit by Covid. They have been planted with wildflower seed mix and perennials instead. Cllr Fuller asked if we have a plan in the event that social distancing does not happen in the play areas. Carl stated that the signs will state that this has to be parental responsibility. Cllr King commented that parental responsibility and common sense have to prevail.

Tennis courts now have lights until 10pm and we will have signs going up. Cllr Fuller asked about the helpers provided by the probation service. Carl stated this hasn't happened yet as he needs to 'bubble' his teams to ensure social distancing. This needs to be discussed with the Town Clerk, Head of Resources & Venues and Head of Leisure & Facilities.

4. Street Services – Carl has sent out emails regarding teams getting back out to conduct services but we need to compile risk assessments according new guidelines. The Road Sweeper is still going out twice a week as we are spreading the work load between us. Cllr King mentioned a large tree which fell down and has now disappeared, were you aware of this? Carl was informed of this.

5. Other Assets – The Town Clerk stated there are photographs on issues around the Yew Tree. Should garages be on the assets? The Town Clerk agreed they should. Cllr King asked about the SID, is there any hope for installing this? The Town Clerk stated when capacity allows we will need to assess whether we can purchase and install this.

6.3 CATG – This has been suspended. Cllr Palmen asked if we got any feedback regarding reopening the town centre? H. Bell had a walk round the area to look at the pinch points in terms of Covid but she didn't go into too much detail as it was a last minute meeting. Cllr Palmen suggested they could have looked at the new pedestrian system. H. Bell stated she was given details from the Chamber of Commerce. The Town Clerk put Sarah & Julie in touch with her this week. Cllr Palmen stated that Wiltshire Council are reactive to any suggestions so if we had clarity on what we wanted we could have got support. The Town Clerk stated that we weren't asked for specific suggestions. He has visited towns, in different council areas, where the main street has been closed to traffic but this would be difficult to do in Trowbridge. Cllr Palmen stated this could be done at Wicker Hill if you lost all the parking and doubled the width of the path.

Cllr Whiffen asked if it would be easier to put all allotment charges in March, with proportionate charges as people take them on, so all money comes in at start of financial year. Carl stated this probably could be done but is not aware of it being done elsewhere. This will be discussed outside meeting.

The Town Clerk summarised that allocations of CIL to offset against expenditure which has happened in 3 of the budget codes. This has resulted in a significant positive variance.

10. Respite Prospice – The Town Clerk is hopeful that we will be back to some more positive social media in coming months. H. Bell highlighted that we donated free hanging baskets to local businesses as a thank you. We will return to them later in the year to ask for orders for next year's hanging baskets. PR from businesses has been very grateful. Cllr Palmen stated that the Future High Street Fund bid is progressing. It is exciting that people of Trowbridge are getting involved. Clare Lyall stated that she is proud of the Neighbourhood Services team in such extenuating circumstances, agreed with by Cllr Palmen. Cllr Hoar thanked the team regarding the planting plans. Cllr Halik asked if we are looking at mileage and noting every trip we make to track carbon footprint. Carl stated that every trip is logged down & signed for all vehicles used. Cllr Drewett offered his thanks to the team through a difficult time.

995 DATE OF NEXT MEETING

a) NOTED the next meeting to be held on 6th October 2020 at 7.00pm which is scheduled to be a formal meeting of the committee. (Venue TBC)

996 PRESS RELEASE

None were noted.

The meeting closed at 19.45hrs

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

NEIGHBOURHOOD SERVICES 30th JUNE 2020**ACTION LIST**

ACTION	BY WHOM	DATE COMPLETED
2. Town Park ACTION: Quotes to be obtained for repair of pond. ACTION: Email to be sent to Environment Agency regarding blocking of stream in drain area. ACTION: Follow up action on repair to board following vandalism at Bowls Club.	KB CM CM	
3. Play Areas ACTION: In consideration of Covid-19, discuss with Town Clerk, HO Leisure & HO Resources the possibility of using Probation Service helpers going forward.	CM	
4. Street Services ACTION: Risk Assessments to be compiled to resume street services.	CM	