

## **MINUTES**

**At a meeting of the Neighbourhood Services Committee held on MS TEAMS Tuesday 15<sup>th</sup> December 2020 at 7pm**

**Present:** Councillors: Blackmore, Brice, Bryant, Drewett (Chair), Fuller, King, Kirk, Oldrieve, Palmen and Piazza (substitute for Bazan).  
Officers: Mr L Allan (Town Clerk/RFO), C Lyall (Head of Cultural & Neighbourhoods), Mr C Maddox (Neighbourhoods Officer) and Mrs A Quick (Minutes).  
In attendance: Cllr Trigg.  
Public: 0 Press: 0

### **1011 APOLOGIES**

**RESOLVED to accept apologies with reasons from Cllr Bazan.**

### **1012 MINUTES**

- a) **RESOLVED to approve the Minutes of the Neighbourhood Committee meeting held on Tuesday 6<sup>th</sup> October 2020.**
- b) There were no questions arising from those minutes.

### **1013 DECLARATIONS OF INTEREST**

There were none.

### **1014 CHAIR'S ANNOUNCEMENTS**

There were no Chair's Announcements.

Cllr Bryant asked for it to be noted that he was unable to attend the North Bradley meeting this week as he was at a Wiltshire Council Meeting so was unavailable.

### **1015 OPEN FORUM**

No questions were noted.

### **1016 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 Bowls Club** – Maintenance has been completed. They are still unhappy with the full rent as they were unable to use it for 3 weeks. This is now with Leisure Services Committee.

**2.2 Climate Emergency** – Cllr Oldrieve is pleased to see the effort in going Carbon Neutral. He asked if it is the intention to include contractors etc. doing work in the park. Town Clerk stated the current contract has been extended until 2022 so this could be incorporated into the new contract. Cllr Oldrieve highlighted that if we are to be truly Carbon Neutral we would need to take all contracts into consideration. Cllr Drewett highlighted this could incur a cost to us and we will need to ask Officers to consider this going forward. Cllr Drewett highlighted that the pump in the Town Park pond was working all night, C. Maddox is aware of this.

**2.3 Community Garden** –The community Garden will be started in the new year depending on Covid restrictions.

**3. Play Areas** – Parsonage Road project has gone out to tender which ends on 27<sup>th</sup> January. Neighbourhoods Officer stated we have to take it to tender as it is over £10,000 threshold.

**RESOLVED to delegate responsibility of Parsonage Road to TTC Officers.**

**ACTION: Neighbourhoods Officer will issue a request to Committee Members to join the Tender Panel in January 2021.**

**3.1 Stake Park** – Neighbourhoods Officer stated the gates have been taken. We have a cost to replace these, work will take place to rectify this in January 2021.

**4. Street Services** – Cllr King asked about the Parish Steward. Neighbourhoods Officer asked to be informed of any work that has not been done that needs to be addressed. It was highlighted that there are leaves and water outside Waterside Mews, is this temporary? Neighbourhoods Officer stated this will be cleared by the end of this week. Cllr Drewett suggested using the usual reporting procedure for any further work that needs doing.

**4.3 Litter Bins** - Cllr King stated you still need an appointment at the recycling centre. Cllr Palmen stated that Wiltshire Council need to do a risk assessment for their staff so are unable to open fully until vaccinations are done.

**6.3 CATG** – Town Clerk stated there were a number of other projects but no decisions have been made yet.

**6.4 SID** - Cllr King asked if Neighbourhoods Officer could look at the cost of further SIDs and Autospeed devices in the town should we wish to have them in the future? Town Clerk stated we might be able to gain sufficient income from the parishes or we could make another grant application to the Area Board next year. Cllr Fuller stated the SID is currently shared with Wiltshire Council. Cllr Palmen stated we need an overall picture of the costs and then we can put it forward, highlighting to the police that it could save them some work in the future.

**ACTION – CLyall/CMaddox**

**7.2 Friends of Biss Meadows** – Returned to work on a monthly basis at the park this Sunday.

**9.1 Social Media** – Cllr Palmen highlighted that the NS have responded excellently to social media requests by member of the public and it has improved engagement between the public and TTC. Thanks were expressed to C.Maddox and his team. Cllr Drewett stated that this is important as NS are the most prominent part of TTC amongst the community.

Cllr Piazza asked about replacement bins at Drynham Lane. Neighbourhoods Officer stated that if it is a broken bin we will replace it for free and WC will continue to empty it. If it has been off the list we would charge £1 a day for emptying. Town Clerk stated according to the resolution in 2018 we would not provide any new bins until we have control of the contract. Town Clerk stated it is approx. £260 per year to empty each bin.

**1017 QUARTERLY MANAGEMENT ACCOUNTS (Report Item 10)**

**a) The Committee considered** the 2<sup>nd</sup> Qtr accounts, previously circulated with the agenda. HOS stated explanatory information is shown on the accounts. There are areas which are down on income due to the impact of Covid but nothing significant.

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

**1018 FINANCE – BUDGET 2021/2022 (Report Item 11)**

**The committee considered the draft budget request to go forward to the Policy & Resources Committee on 5<sup>th</sup> January.**

Town Clerk summarised the net budget shows a saving of £13,500 compared to current year. There is a £40,000 increase in the budget for Facilities part of Neighbourhoods, due to the toilet to be attached to the Civic Centre. This has not yet been allocated a cost number.

**RESOLVED to approve the draft budget for the committee for 2021/2022**

**1019 DATE OF NEXT MEETING**

**a) NOTED** the next meeting to be held on 30<sup>th</sup> March 2021 at 7.00pm (Venue MS TEAMS)

**1020 MEDIA RELEASE**

Advertise the report email address: report@trowbridge.gov.uk

The meeting closed at 19.50 hrs.

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