

## MINUTES

**At a meeting of the Leisure & Information Services Committee held on MS TEAMS on Tuesday 9<sup>th</sup> March 2021 at 19.00hrs.**

**Present:** Councillors: Bates (Chair), Brice, Fuller, Halik, Hill, Hoar (Vice Chair), Kirk (left meeting at 19.15), Oldrieve, Palmen and Piazza.

Officers: L Allan (Town Clerk/RFO), H Bell (Head of Leisure & Information Services), K Buckingham (Facilities Manager), A Quick (Minutes).

Members of Public: 2 Members of the press: 0

### **1980 APOLOGIES**

a) No apologies were noted.

b) **RESOLVED to accept apologies with reasons.**

### **1981 MINUTES**

a) **RESOLVED to approve as a correct record the Minutes of the meeting held on Tuesday 8<sup>th</sup> December 2020. Proposed by Cllr Brice, seconded by Cllr Hill.**

b) There were no questions. Cllr Kirk could not locate the L&IS Report on the TTC website. Apologies were given by Cllr Bates and this will be investigated.

### **1982 DECLARATIONS OF INTEREST**

None were noted.

### **1983 CHAIR'S ANNOUNCEMENTS**

Cllr Bates gave thanks to all the Council Officers for all their hard work. Thanks were given to Cllr Brice after serving 30 years on the Town Council. He has been a wonderful advocate of leisure facilities in the town. On behalf of everyone he was wished well for the future.

### **1984 OPEN FORUM**

Mr Jubbie would like to have asked questions about the L&IS Report and background reports but has been unable to owing to the lack of this information available to the public. He believes these items will not be able to be conducted lawfully due to lack of cooperation with the Local Government Act 1972. Town Clerk stated that the legislative item is that all items are clearly identified on the agenda and it is a recommendation only that all documents are circulated to the public therefore nothing in legislation has been broken. The Town Clerk highlighted that the documents would have been made available if any member of the public had asked for them. Mr Mitchell agreed with Mr Jubbie regarding lack of documents. The meetings should be for the purpose of the town, not individual Councillors. Cllr Bates highlighted that all Cllrs here are to serve the community.

*Cllr Kirk left the meeting at 19.15hrs.*

### **1985 THE LEISURE SERVICES DEPARTMENT REPORT**

The committee considered the Head of Services report, copies of which had been circulated with the Agenda.

**TCAF** – Cllr Brice highlighted that our support has attracted a grant of £35k to Trowbridge Future.

**2.4.2 Doric Park** – HOS stated that Wiltshire College is confirmed as community as it is exempt by statute.

Cllr Hoar stated a meeting was held last night following which we decided to put out a Survey Monkey consultation. We request that Council Officers and Councillors are not restricted on promoting this during Purdah. Cllr Piazza asked whether we will be using evidence from both surveys going forward? HOS stated it will go live on 17<sup>th</sup> along with a supporting document with

Q&A's. Only 1 vote per household will be allowed. HOS stated that results of both surveys will be used. Cllr Brice highlighted that no consultations are binding. The following recommendation is proposed by Cllr Hoar, seconded by Cllr Piazza;

**RECOMMENDATION to Full Council that it includes an additional Survey Monkey survey consultation to run from 17<sup>th</sup> March for no more than 2 weeks with officers and councillors able to promote the survey and the results of the survey will be submitted with the results of the other consultation when the council submits its borrowing application. "Do you support the Town Council's proposal that it develops a 3<sup>rd</sup> Generation Artificial Turf Pitch and associated facilities at Doric Park?"**

Cllr Halik abstained from the recommendation.

Cllr Fuller asked what the questions will be in this 2<sup>nd</sup> survey? HOS will issue these to all Cllrs. Mr Jubbie asked why information is now being released when previously it was confidential? Two weeks for a consultation is not comparable to the previous consultation so why isn't this postponed until 6<sup>th</sup> May to allow more time. HOS confirmed that the end date is set at 26<sup>th</sup> May.

Cllr Piazza asked if it is possible that we draw from CIL only, not from Council Tax precept funding? Town Clerk stated yes you could but if you did that you would be preventing any future council from deciding how it would be spent. Also there is no guarantee that the council will receive CIL in the future. There is no guarantee that those houses will get built therefore it is almost impossible to succeed with this proposal. In future years this could be addressed in terms what CIL is used for and what is received. The likelihood is that there is enough CIL over the next 20 years to cover the Doric Park loan. Town Clerk suggested that you can make a proposal to your electorate that you will always use CIL for Doric Park if sufficient funds are received. It could be requested to the Council each year which needs to be considered at Full Council next week. Cllr Bates and Cllr Piazza stated it was a constructive meeting which ensured many concerns were addressed.

**2.4.5 Healthier Communities & MUGA** – Cllr Brice advised that MUGAs should be available at all times which needs to be looked into.

**Lighting** - Facilities Manager stated the The Saalex Grant scheme is applicable to only our venues (based on the Civic Centre). If successful the other community centres would be added to the scheme as 'extensions to the Civic'. Early information based on the Civic only would have a capital payback from savings in utilities of 4 years but reduced to 3-3.5 when taking into account the other sites added.

**5.4 Studley Green Community Centre & Changing Rooms** – Facilities Manager stated Meter readings submitted are not tallying with the providers readings, there are a number of meters and it's confusing. Our M&E is looking for some smart meter solutions to be able to split the usage between tenants, however despite the tenants complaining about the current percentage arrangement, it is what is agreed within the lease they have signed up to. Our utility provider will also be fitting AMR (Automatic meter readers). Cllr Brice is pleased that this is being addressed.

**5.15.1 Christmas Lantern Festival** - Facilities Manager gave an update following the recent Covid Road Map. It would be good to get something going in the town from late summer. We are looking at 'Light Up Trowbridge' in the run up to Christmas, The Lantern Parade or the traditional Light Switch On Event and Winter Wonderland. For the Summer we are looking at Family Events eg. Dog Shows. Vicky will be engaging with community groups to welcome everyone back which can be flexible if there are still restrictions in place. Cllr Oldrieve and Cllr Hoar offered their support to these initiatives. Quotes will be obtained and other sources will be investigated for lights and we will be focussing on the parade too.

**Covid Memorial** – Mr Jubbie asked if we could involve the schools with this? Cllr Oldrieve advised that we are planting a tree in the park and we will involve the schools however we can.

Cllr Bates gave thanks to all staff for their hard work. Also, thanks were given on behalf of Hayley Bell to all Councillors for their continuous support and to Cllr Brice for his long service of 30 years, wishing him all the best for the future.

## **1986 REFURBISHMENT OF THE 4 TROWBRIDGE MUGAS TO ETC SPORTS**

**NOTED** at the tender review meeting held on TEAMS at 6pm on Thursday 4<sup>th</sup> February the panel agreed to issue the *Award Decision Notice pursuant to Regulation 86 of the Public Contracts Regulations 2015* for refurbishment of the 4 Multi Use Games Areas within Trowbridge to ETC Sports. The works are funded from grants received by Sport England, Selwood and Wiltshire Council.

Cllr Bates gave thanks to the working party. This initiative is to be funded from grants funded by Sport England and Wiltshire Council. Thanks to Karl for the paperwork which made the work easier.

## **1987 STRATEGY (Report Item 2.4.1)**

**The Committee considered the RECOMMENDATION:**

Moved by Cllr Brice, Seconded by Cllr Halik.

Cllr Oldrieve supported this as an important recommendation post-Covid.

**RESOLVED** that the Head of Service develops of a Leisure Service Strategy 2021 – 2025 in line with the national and local strategic themes, to be approved at the June meeting of the Committee and which will be part of the Council Strategy to be approved at Full Council in July.

## **1988 TROWBRIDGE TOWN PARK FACILITIES (Report Item 2.4.3)**

*Tennis*

**The Committee considered the RECOMMENDATION:**

Moved by Cllr Brice, seconded by Cllr Hill.

Cllr Piazza read out a concern from a resident regarding the use of a business rather than families during certain times during the week. HOS advised that R. Marshall is offering free sessions and the arrangements will be reviewed regularly to ensure it is successful for all. Next door MUGA can potentially be used as a tennis court for others and this will be looked at. Cllr Piazza asked whether this initiative could create unfair competition between coaches? HOS highlighted that R. Marshall is independent so doesn't get support from other initiatives from Council/Government.

Cllr Halik and Cllr Piazza abstained.

**RESOLVED** to provide Ron Marshall 4 weeks' worth of free court hire as part of a Covid Recovery for outdoor sport, this will allow him to rebuild Tennis usage the total amount of free usage would be of the value of £400.00.

*Bowls Club*

**The Committee considered the RECOMMENDATION:**

Moved by Cllr Brice, seconded by Cllr Palmen.

Cllr Fuller asked whether they will settle their bill. HOS responded that we are working in partnership to provide opportunities for residents and this recommendation is fair and reasonable. Cllr Palmen stated that the Bowls Club is an asset to the town so there needs to be give and take to maintain a successful relationship. Cllr Piazza asked if the Bowls Club has had any Government support, HOS believes not.

Cllr Piazza abstained.

**RESOLVED** that the committee allows a deduction of £500 on the yearly rent for 2020 – 2021. This is to cover the two water heaters the club purchased and the dispute over the standards of the Bowls Club green.

## **1989 CLEANING SERVICES CONTRACTOR (Report Item 5.18.3)**

### **The Committee considered the RECOMMENDATION:**

Moved by Cllr Brice, seconded by Cllr Hill.

Cllr Fuller asked if we received any reduction due to less use at the Civic during Covid. Facilities Manager highlighted that the cleaning company have been very flexible. The cleaning bill has been a lot less but they have been available when required.

**RESOLVED to extend the SLA for RJC Cleaning Services for 12 months, to continue the flexible approach with TTC during this difficult period and to seek to go to tender as an open opportunity again at the start of 2022 for a contract start of 1<sup>st</sup> April 2022.**

## **1990 PROCUREMENT DECISIONS**

**NOTED:** A Tender review panel met on 14<sup>th</sup> January to review M&E consultancy submissions to provide the service to review and recommend HVAC replacement at the Civic Centre. Two companies were shortlisted at the meeting to provide some further clarification for the project costs afterwards. Both being able to provide the service required for the council and meeting the specification have responded. The lowest quotation was submitted by Ridge & Partners Ltd. Their combined fee, including fees that would be covered under the project of replacement of the Air Source Heat Pump is £5460+VAT (£1800+VAT of that total should be accounted for in the actual project costs for the services to commission and instruct the contractors)

### **The Committee considered the RECOMMENDATION:**

Moved by Cllr Brice, seconded by Cllr Palmen.

**RESOLVED to allocate £5460+VAT for the services of M&E consultancy by Ridge & Partners as agreed by the tender review panel. This will come from the project budget in 701.**

## **1991 CHRISTMAS LIGHTS 2021**

### **The Committee considered the RECOMMENDATION:**

Cllr Hoar proposed, seconded by Cllr Hill for Saturday 27<sup>th</sup> November 2021.

Cllr Hill suggested that we should go for the earlier date on this occasion, agreed by Cllr Hoar due to post-Covid. Cllr Piazza suggested that in terms of supporting business post-Covid we should go for the earlier date this year.

**RESOLVED to approve the date for the 2021 Trowbridge Christmas Lights Switch On Saturday 27<sup>th</sup> November.**

## **1992 QUARTERLY MANAGEMENT ACCOUNTS**

**a) The Committee considered the P & Ls included in the report.**

Proposed by Cllr Palmen, seconded by Cllr Hill.

**RESOLVED to approve the P&Ls, copies of which had been previously circulated.**

**b) The Committee considered the Q3 Accounts included in the report.**

Proposed by Cllr Brice, seconded by Cllr Oldrieve.

**RESOLVED to approve the 3rd Qtr Accounts, copies of which had been previously circulated with the Agenda.**

**1993 DATE OF NEXT MEETING**

**NOTED:** the next meeting to be held on Tuesday 29<sup>th</sup> June 2021 at 19.00hrs, on Microsoft MS TEAMS.

Cllr Brice thanked all the staff for their support over the years. Cllr Fuller thanked Cllr Brice for all he has done at the Council.

**1994 MEDIA RELEASE**

**The committee RESOLVED to make a media release on;**

- Christmas Lights
- Tennis Courts Opening
- Consultation and link to the article in the Wiltshire Times (**released after next week's Full Council**)

*To all Councillors for information.*

Meeting closed at 20.33 hrs

Signature.....Date.....