

Civic Centre  
St Stephen's Place  
TROWBRIDGE  
Wiltshire  
BA14 8AH  
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16<sup>th</sup> June 2021

## SUMMONS

To all members of the Neighbourhood Services Committee.

Dear Councillor,

You are hereby summoned to a meeting of the Neighbourhood Services Committee: Councillors Allsworth, Blackmore, Bryant, Cave, Cavill (Chair), Cooper (Vice Chair), Lincoln, Palmen, Piazza and Vigar **to be held in the Civic Centre St Stephens Place, Trowbridge, on Tuesday 22<sup>nd</sup> June 2021 immediately following the Full Council Extra Meeting (Accounts).**

Yours faithfully

Lance Allan  
Town Clerk

Members of the public are welcome to attend meetings of the Council and Committees, unless specifically excluded due to the confidential nature of the business.

Enquiries, tel: 01225 765072 or e-mail: [info@trowbridge.gov.uk](mailto:info@trowbridge.gov.uk)

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## AGENDA

**This meeting will be recorded**

### 1. **APOLOGIES**

- a) **To receive** apologies from those members unable to attend.
- b) **To consider for acceptance** those apologies received with reasons.

### 2. **MINUTES**

- a) **To approve** as a correct record the Minutes of the Neighbourhood Services Committee meeting held on Tuesday 30<sup>th</sup> March 2021 (copy attached).
- b) **To consider** any questions arising from those minutes.

### 3. **DECLARATIONS OF INTEREST**

**To receive** Declarations of Interest from members and officers not already included on the Register as appropriate in respect of matters contained in this agenda, in accordance with the provisions of the Local Government Act 1972 in respect of officers and with the provisions of the Localism Act 2011 in respect of members.

### 4. **CHAIR'S ANNOUNCEMENTS**

**To receive and note** any announcements from the Chair of the meeting.

5. **OPEN FORUM**

To receive questions from the public which may be answered but not debated.

6. **FACILITIES MANAGER'S REPORT TO NEIGHBOURHOODS SERVICES**

To consider the Facilities Manager's Report to Neighbourhoods Services report (copy attached).

7. **ECO Group (Report Item 2.2.2)**

To consider the following;

**RECOMMENDATION** to allocate up to £750 from the Neighbourhoods 'Other Assets budget' to cover costs of plant hire, materials and planting in this area.

8. **CATERING VAN (Report Item 2.5.1)**

We have received an enquiry from a catering van who would like to enquire about pitching up in the park. They have requested a place between the corner of the Sensory Garden and Memorial. They offer Greek Pastries, Coffee and Cakes.

To consider the following;

**RECOMMENDATION:** That the Neighbourhood Services Committee inform the Leisure & Information Services Committee that they have no overall objection but ask that the Leisure Services Committee checks lease clauses with the Kiosk owner before making a decision.

9. **TREE PLANTING AND WILDFLOWER MEADOWS (Report Item 5.6.1)**

Officers have identified Studley Green (Lambrok Rec) and Chapmans Field (Grove Rec) as 2 sites for potential Tree Planting and Wild Flower Meadows. Officers recommend to the committee that the council should support the Environmental Groups with using these spaces for such schemes.

To consider the following;

**RECOMMENDATION** That Officers are delegated to consult with councillors and others to confirm locations for tree planting.

10. **ACCESS LICENCE (Report Item 5.6.2)**

To consider the following;

**RECOMMENDATION:** That the Council declines the request for rear access into the park from the gardens of Court Mills.

11. **BOUNDARY COMPLAINT (Report Item 5.6.3)**

To consider the following;

**RECOMMENDATION:** That **NO FURTHER ACTION** is required with regards to the fence line between Lambrok Recreation Ground and Tower Close, following recent new fencing being installed by residents.

**12. COMMUNITY AREA TRANSPORT GROUP (CATG) (Report Item 6.2)**

**To consider** the following;

**RECOMMENDATION:** To approve the CATG match funding allocations above totalling £3,667 and note the provisional allocations likely later in the year.

**13. GROUNDS MAINTENANCE CONTRACT (GMC) (Report Item 8.1)**

**To consider** the following;

**RECOMMENDATIONS;**

a. That the committee recommends to Council that the existing contract is extended to be in line with Wiltshire Council to November 2022.

b. That the Committee delegates further consideration to the officers and the Working Party to bring recommendations back to the committee in October.

**14. QUARTERLY MANAGEMENT ACCOUNTS (Report Item 10)**

a) **To consider** the 4th Qtr accounts (copy attached to report)

**15. DATE OF NEXT MEETING**

a) **To note** the next meeting to be held on 5<sup>th</sup> October 2021 at 7.00pm on MS TEAMS.

**16. MEDIA RELEASES**

**To consider** if the Council should make a press or social media releases regarding any of the issues considered by this meeting: