

Civic Centre
St Stephen's Place
TROWBRIDGE
Wiltshire
BA14 8AH

29th September 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 5th October 2021 immediately following the Museum Meeting.**

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 business. As a result of the restrictions imposed to control the pandemic, public access will be limited. **Please contact info@trowbridge.gov.uk by 16:00 on 4th October if you wish to attend this meeting in person. Where it is not possible for you to attend due to reaching the capacity limit, access will be available online via Microsoft TEAMS:** please go to the Town Council Website – Your Council – [Meetings](#) to find the link. Only those attending in person will be able to ask questions and make statements at the meeting during the public period. Questions and statements can otherwise be submitted in advance.

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 22nd June 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. **PARK TREE WORKS (Report item 2.1.3)**

Annual surveys undertaken on the conditions of trees within the town park have not previously had any allocated budget factored each year to undertake any subsequent works. Some immediate works are required this autumn which have not been budgeted, the council should consider allocating a budget for all future works.

RECOMMENDATION: Park Tree Works Budget allocation of £4k to budget each year starting 2022/23

8. **RECYCLING STATIONS (Report Item 2.1.9)**

To consider the following motion submitted by Cllr Hoar:

PREAMBLE

'The success of the crisp packet recycling scheme has shown there is a very large demand in Trowbridge for recycling facilities that Wiltshire Council are currently not offering. If passed this motion will ask the Facilities Manager to look into and provide proposals to the council on how it can best provide such facilities until Wiltshire Council expand their services to cover them. It will include offering facilities for people to recycle crisp packets, chocolate wrappers, and other items. It should include the installation of drop off points, where best to locate them, and which company is best placed to do the recycling (e.g. TeraCycle) and it should include costings'

MOTION

That the Facilities Manager is tasked with providing proposals and costings to the Town Council on ways it can expand its recycling facilities to encompass items not yet recycled by Wiltshire Council.

To consider the following

RECOMMENDATION: The Facilities Manager is tasked with providing proposals to the Town Council on ways it can expand its recycling facilities within the town park to encompass items not yet recycled by Wiltshire Council and items already recycled by Wiltshire Council.

9. **PLAY AREAS (Report Item 3.2)**

To undertake the improvement works to Worsted Close and reallocate Woolpack Meadows as described in the report.

To consider the following;

RECOMMENDATION: That the Neighbourhood Services Committee: Approves the cost of £13,378 for the replacement of all safety surfacing at Worsted Close which includes the provision of training staff to undertake such works in the future on other sites;

Seeks a Policy & Resources Committee virement from General Reserves;

Closes Woolpack Meadows as a Play Area returning it to a general green space.

10. TREE PLANTING (Report item 3.6)

To maximise the impact for tree planting, the committee should include in the 2022-23 budget a sum for provision of purchasing and planting of trees to Chapmans Field, Studley Green Recreation as highlighted in the report.

To consider the following;

RECOMMENDATION: To Commit £5k each year for funding the purchase and installation of trees to the council sites, to show the council's commitment in reducing its carbon footprint.

11. BONFIRES (Report item 3.8)

To change allotment rules for 2023 to only permit container fires on the sites.

To consider the following;

RECOMMENDATION: In line with the council's strategy of reducing the carbon footprint, the council adopts the policy to restrict bonfires on the allotments to container fires only from 2023.

12. GMC (Report item 8.1)

As recommended by the Facilities Manager, the December meeting should be a 2 agenda item meeting to discuss the FM's proposal for department restructuring and to set the budget for Neighbourhoods going forward. An opportunity to have an extra meeting on Tuesday 23rd November is also to be considered.

RECOMMENDATION:

- 1- **Consideration of the FM's Report on Grounds Maintenance and the Recreational Area improvement plan taking into account additional services due to be transferred from Wiltshire Council. The report will contain options for which one is to be voted for by committee at the December meeting.**
- 2- **Set the budget for Neighbourhoods Services based on the decision in (1) and also to consider any additional areas where budget should be allocated and earmarked for reserves if unspent.**

13. QUARTERLY MANAGEMENT ACCOUNTS (Report Item 10)

a) **To consider** the 1st Qtr accounts (copy attached to report)

14. DATE OF NEXT MEETING

a) **To note** the next meeting to be held on 14th December 2021 at 7.00pm on MS TEAMS.

15. MEDIA RELEASES

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