

## MINUTES

**At a meeting of the Leisure & Information Services Committee held on MS TEAMS on Tuesday 28<sup>th</sup> September 2021 at 19.00hrs.**

**Present:** Councillors: Allsworth, Bates (Chair), Cooper (Substitute for Hoar), Jacob, Edward Kirk, Emily Kirk, Palmen, Trigg and Vigar.  
Officers: H Bell (Head of Leisure & Information Services), K Buckingham (Facilities Manager), A Quick (Minutes).  
Members of Public: Members of the press:

The Chair invited contributions to the Mayor's Charity Chocolate Tombola. Please give donations to Ben Deadman in reception.

### **1110 APOLOGIES**

- a) **Apologies were received** from Cllr Hoar, substituted by Cllr Cooper.
- b) **Apologies were accepted** with reasons for absence.

### **1111 MINUTES**

- a) **RESOLVED to approve as a correct record the Minutes of the meeting held on Tuesday 29<sup>th</sup> June 2021.**
- b) There were no questions.

### **1112 DECLARATIONS OF INTEREST**

**Declarations of Interest were received** from Cllr Palmen & Cllr Trigg due to their involvement with Trowbridge Future.

### **1113 CHAIR'S ANNOUNCEMENTS**

Thanks were given to Head of Service and the Active Team for their successful 1 day Ofsted inspection in August which assessed leadership, safeguarding, coaching & delivery. Wiltshire Youth Survey has gone live for young people 13-19 age bracket, available until 22<sup>nd</sup> October and takes less than 5 minutes.

John of Gaunt Summer School was attended with Cllr Trigg and Trevor Heaks (Town Crier). Children were thoroughly enjoying the opportunity and the support has been invaluable. Cllr Trigg has spoken to year 7 and how much they gained from the summer schools. Some have now joined Trowbridge Future Youth Sessions. Cllr Vigar has met some Clarendon SEND children which have gained a lot from the summer schools.

### **1114 OPEN FORUM**

None.

### **1115 THE LEISURE SERVICES DEPARTMENT REPORT**

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

**2.1.1 Active Trowbridge Manager** – Jasmine had her daughter in the last week, named Luna. Both are doing very well.

**2.2 Environmental** – An update was requested. HOS will compile this information for the next report.

**2.3.1 Trowbridge Future** – It was helpful to have TF at the Summer Schools. The feedback received was inspiring for next year's plans and the secondary schools are on board with that too. Cllr Trigg is presenting on the Trowbridge Youth Parliament at John of Gaunt in order to bring them on board with what's happening in Trowbridge.

**2.4.2 Doric Park** – Tender process is currently going ahead and we are exploring looking at the design another way. Cllr Kirk asked whether there is an issue with the Business Plan? HOS stated there is no problem with the Business Plan. It is in terms of the tender and build, looking at getting the best prices to return the project in budget. Cllr Jacob asked why the building is costing more than the pitch? We need to ensure that the community has use of the pitch. Also, is there sufficient budget for staff, how will this be managed? HOS responded that turn up & play sessions and grass root volunteer football clubs will be catered for. There will be time allocated for disability groups, girls clubs, school usage and birthday parties. We will look at Active Trowbridge Staff and there will be budget allocated. There won't be a need for staff on weekday daytimes as the facility will be booked out during this time. It was advised that detailed information is available and transparent. The build itself has been looked at closely with the FA and Wiltshire College but will answer further questions in the next report. Cllr Kirk looked at usage and it was virtually booked out all the time. It seems to be focussed on organised groups. HOS reiterated that there will be turn up and play sessions and grass root clubs. Dates and times will vary once the facility is completed depending on use of clubs.

**Action:** HOS will look at number of hours available for community use and report back.

Cllr Trigg asked what are we looking at from the time tenders are made. HOS responded we are now looking at times, the architect specification then to Karl for procurement process. This will be updated at the next meeting. Cllr Cooper stated he would prefer the term 'Workplace League'. Cllr Vigar asked whether 'turn up & play' could be an informal team game? HOS does believe this would happen to make use of floodlights in the winter. Can ask for some figures of the likelihood of this. Cllr Kirk asked whether the building be used as a classroom during the day? HOS confirmed yes, this is the case. 1 night a week it will be used by Bath Academy and weekends it can be used for childrens' parties.

**2.4.3 Tennis** – Cllr Kirk asked if there is a big uptake for tennis? HOS confirmed it's still increasing. We haven't got full use electricity figures but the £2 charge from LTA is too expensive so we will look at this again next Autumn. Cllr Jacob highlighted that people are saying that players are letting users in once they have finished using the court. HOS stated it is very hard to monitor this but we can reiterate this to members and there is the possibility of

**Trowbridge Sports Forum** – Cllr Trigg asked for a time frame. HOS stated all the back work will be done by the end of March. We are working with Wilts & Swindon Sports partnership.

**Bowls Club** - Centenary celebration is being looked into by HOS.

Ofsted Report – Vigar expressed the success of this on behalf of Cllrs.

**3. Active Trowbridge** – The Councillors expressed their positive reaction to the successful Ofsted Report and congratulated the team's achievement.

**3.1.5 Soccer Schools** – Cllr Trigg asked if significant increase in attendance caused issues? HOS gave credit to the whole team who did a fantastic job. However, it was noted that the council need to recognise this increase; More children needing 1 to 1 & more children overall means we will need to look at safeguarding. We need conversations how this will look next year. It was noted that many young people who need extra support have come forward & it is fantastic that they have taken part. HOS stated that we have always had to prove the numbers beforehand but this is too late in terms of organising staff, we need to look further in advance. Cllr Trigg advised that you need to make us aware of the staffing needs as it is an issue for youthwork. Feedback was amazing so well done to all. HOS stated there's a whole area of the community untapped, such as children on free school meals who deserve to be a part of this community. HOS advised that if a member of staff gets to know children at breakfast clubs they can encourage those children to partake in other activities/summer schools etc. HOS highlighted that Police Officers have asked us to run an 11 week project to support the community. They

will be paying some contribution. Cllr Jacob would be happy to go to schools to assess the breakfast club service and will be happy to look at the costs in detail with Hayley.

**Skatepark** – Meeting on 4<sup>th</sup>/5<sup>th</sup> October. Liam has some details and we will compile info after the meeting.

The Mayor has been presenting cheques to charities and it will all be put to good use so thank you.

**5.1 Studley Green Community Centre** – Cllr Trigg asked whether we can we have % for leases? Facilities Manager advised that metering conversations have been continuing for years. We have received quotations but during the course of the tenancies, a gas boiler was installed with a meter. The fixed electrical inspector & plumber will be able to install this so we can drop the leases slightly. TTC has picked up 15% for a few years.

**5.1.2 Studley BMX** – We have the person who came 2<sup>nd</sup> in BMX championships, the youngest female BMX champion. We are looking to get an interview.

**Action: HOS can put updates on other sports in the next report (eg Netball, Hockey etc.)**

**5.6.3 Storage & Bandstand** – Recent users of the Bandstand needed to drive cars onto the park to unload equipment. Could they unload from behind the stand? Facilities Manager responded no as this is insured as a workers' yard. With a park hire agreement the bandstand can be used but it would be a cheaper small event. To use vehicles they need to provide evidence in terms of safety and we would need to apply for insurance etc. Cllr Palmen asked how are we getting on with reviewing the back of the bandstand? Facilities Manager replied this is imminent. Cllr Trigg asked, with the potential to install 2 large bays for compost storage, would we build these costs into our budget on a regular basis? Will we use the stored compost? Facilities Manager confirmed this is to be discussed at next week's NS report. Road Sweeper and skip comes twice a week which the bays could help minimise.

**5.7.1 MUGAs** – Cllr Kirk stated there needs more clarity on where the money came from in future reports.

**5.7.3 Public Toilet** – Cllr Trigg asked for a timeline? FM answered that money is allocated but we need to locate it in the right place, possibly with a changing room. This will be discussed further at NS next week. Architect will do an outline drawing then we will need to phase the project and build alongside NS. By December we'll put some figures in place to determine a timeline.

**5.9.2 EV Fleet** – Cllr Kirk asked whether we are definitely doing this? Facilities Manager & HOS will have a meeting next week regarding our fleet. We will conduct a costing analysis to do. For the EV charging points there is a time limit on grant funding so we wanted to apply for this while it is available.

**6.1 Christmas Lights & Lantern Parade** - Civic Centre are doing a Christmas Fayre the same day as the Christmas lights switch on & Lantern Parade.

**7.1 Celebrate Trowbridge** – We have had a meeting with David Lockwood, we believe council messages can be incorporated with Town Hall Magazine and make it more community based. We will update you on this next year. Cllr Jacob asked for the environmental considerations to be taken into account.

**Turning Circle** – We want to make it more accessible so looking at different designs.

**The Civic Dinner** – The correct date is **5<sup>th</sup> March 2022**.

**7.6 Hanging Baskets** – Cllr Kirk asked can we assess price against other towns? HOS has the information but will compile & bring to next meeting.

**Sponsorship Signs** – The get a set period from April each year. If not paid for the sign will come down. For the Roundabout Double sign we have been given permission from WC till end of March 2022.

**Action: HOS will provide more detailed information.**

HOS gave thanks to the Active Team for their hard work during the Covid period. Customer Service Manager and the Facilities Manager need to be congratulated for managing phone calls from vulnerable clients and the community.

The Mayor gave thanks to Hayley, Karl, Aby, Aaron & Christina.

**1116 QUARTERLY MANAGEMENT ACCOUNTS**

**The Committee considered the Q1 Accounts** included in the report and it was;

**RESOLVED to approve the 1st Qtr Accounts, copies of which had been previously circulated with the Agenda.**

**1117 DATE OF NEXT MEETING**

**NOTED:** the next meeting to be held on Tuesday 7<sup>th</sup> December 2021 at 19.00hrs, to be held at The Civic Centre.

**1118 MEDIA RELEASE**

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

- Ofsted Report*
- BMX with Amelie*
- Summary of the Active Trowbridge summer achievements*
- Civic Dinner*

*To all Councillors for information.*

Meeting closed at 2050 hrs

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