

MINUTES

At a meeting of the Neighbourhood Services Committee held on MS TEAMS Tuesday 30th March 2021 at 7pm.

Present: Councillors: Bazan, Blackmore, Brice, Bryant, Drewett (Chair), Fuller, King, Kirk, Oldrieve, Palmen.
Officers: Mr L Allan (Town Clerk/RFO), Mr C Maddox (Neighbourhoods Officer) and Mrs A Quick (Minutes).
In attendance: Wiltshire Cllr Trigg.
Public: 2 Press: 0

1021 APOLOGIES

No apologies.

1022 MINUTES

- a) **RESOLVED to approve the Minutes of the Neighbourhood Committee meeting held on Tuesday 15th December 2020.**
- b) There were no questions arising from those minutes.

1023 DECLARATIONS OF INTEREST

There were no declarations of interest.

1024 CHAIR'S ANNOUNCEMENTS

Cllr Drewett announced a polite letter has been compiled to residents that have hedges growing over paths or highways. Town Clerk has a copy of the letter and Neighbourhoods Officer will keep a list of the addresses to which these letters have been issued. Cllr Drewett clarified that residents are given the option of coming to TTC for a quote to do the work. Town Clerk confirmed that Wiltshire Council would only take action if it causing a legal obstruction.

1025 OPEN FORUM

Mr Mitchell asked who pays for the barrow-man service? Cllr Drewett advised that it is Wiltshire Council. If the cleaning contracts are taken over by TTC this should be improved.

Cllr Trigg thanked the Neighbourhoods Officer and the team who are quick to respond to requests for their services. Cllrs have put in requests for new bins, how will this be decided when transferred to TTC? Cllr Drewett stated no decision making process has been put in place yet. Town Clerk anticipates that criteria will be applied in terms of density of requirements, bins which are in wrong locations and providing bins where necessary.

Ron Lomas represents the Volunteer Gardeners and will offer information at the appropriate items on the agenda.

1026 THE NEIGHBOURHOODS SERVICES REPORT

The committee considered the Neighbourhoods Services report, a copy of which had been previously circulated with the Agenda.

1. **Staff** – It was asked about the situation of Probation Service. Neighbourhoods Officer stated we will be able to accommodate one person due to Covid.
2. **Bowls Club** – It was asked who we allow to leave their vehicles in the park? Neighbourhoods Officer responded that they been informed that they shouldn't have a vehicle in the park. The kiosk lessee and The Bowls Club are permitted only when transferring stock. It was highlighted that this will damage the grass which will then need to be rectified so please could Neighbourhoods Officer address this. A question was asked regarding PAT testing at the Bowls Club. This is no longer an issue for this committee, transferred to Leisure Services.

2.3 Community Garden – Squirrels have been observed eating nuts thrown through the gates, causing mess and encouraging rats. Volunteers are running this so Neighbourhoods Officer is asked to discuss this.

3. Play Areas – Parsonage Road tender has been accepted, put onto social media and public chose what they wanted. Work starts on 19th April. Hulbert Close & Painters Mead is going out for tender this week. Old Farm fencing has been replaced. Stallards safety gate has been rectified. MUGA tenders have gone out. It was asked whether there are any plans to spend the final amount of S106 money by 13th August? Neighbourhoods Officer is looking into this.

4.1 Street Cleaning – Is there a rota for this? Neighbourhoods Officer replied we do have a rota but need to attend to any issues from residents first, therefore items sometimes have to be re-prioritised. NS are hoping to support litter picking events. Drynham Lane has significant overgrowth and litter, is this something TTC can look at? Neighbourhoods Officer clarified that WC need to look at this as it is a large job and specialist equipment is needed. Town Clerk asked if this can go to Sparkle Team? Neighbourhoods Officer will look at this but is conscious of nesting season causing difficulties.

4.7 Overgrowing Hedges – Town Clerk can provide a signed letter to Cllrs.

4.8 Uniform – New orange and black uniform for highway work has been ordered.

5.1 Allotments – behind St John's - Town Clerk advised that the plots were let to the residents in nearby roads of Nightingale Close. It is not owned by a public authority.

5.2 Textile Garden – Being replanted by the Volunteer Gardeners.

6.2 CATG – Town Clerk advised that there is £4k unspent in this year's budget. It was asked if more SIDs could be considered? This can be considered by the new council.

Cllr Oldrieve asked about the letter of thanks to donors, contractors etc. regarding donations for the Covid Tree. Town Clerk will organise this with Cllr Oldrieve.

1027 MOTION 2101072252c DRYNHAM LANE BIN

The Committee considered the following MOTION and it was;

RESOLVED: That Trowbridge Town Council funds a single bin located at the junction of Drynham Lane and Bradley Road. Trowbridge Town Council will use the £40,000 amount, set aside this year for WC transfers, to fund the emptying.

1028 TEXTILE GARDEN (Report Item 5.2)

The Committee considered the following RECOMMENDATION and it was;

RESOLVED that the committee supports the decision of officers to support the volunteers with plants and soil to improve the Textile Garden in Union Street from the Other Assets budget.

Ron Lomas confirmed that he would like to use artefacts around the garden and maybe use textured plants and pathing. We would like to make a notice board by the entrance detailing what the garden is for and the current plaque will be cleaned. Specific plants can be requested. Mr Lomas will contact Cllr King outside the meeting to discuss the possibility of Teasels which she could provide.

1029 TENDERS AWARDED

The Committee NOTED that at the tender review meeting held on TEAMS at 7pm on Thursday 4th February the panel agreed to issue the *Award Decision Notice pursuant to Regulation 86 of the Public Contracts Regulations 2015* for new installation of play equipment and safe surfacing for Parsonage Road to Kompan.

1030 **TENDERS TO ISSUE**

The Committee NOTED: Tender Specification for the works at Hulbert Close and Painters Mead, with intention to proceed tendering of works from 1st April. The Elmhurst S106 funds of just over £29k have already been received.

Tender document will be sent once specification has been provided.

The Committee NOTED: The Grounds Maintenance Contract is up for Tendering in 2022, due to the complexity of this tender it is recommended that we form a 'Cross Party working group' to work with officers on the tender specification, providing information from possible public consultation and consultation with tenants etc. We wish to also provide an 'early engagement' opportunity for potential bidders to view the current planting scheme, grounds conditions through available seasons at all sites in order to ensure competitive bidding. With this in mind we should have an outline specification drafted as soon as possible following on from elections in May.

The Committee considered the RECOMMENDATION and it was;

RESOLVED: That at the Full Council meeting on 18th May, A Cross Party Working Group for Grounds Maintenance Contract should be formed from members of the Neighbourhood Services Committee.

AQ to add to Council agenda.

1031 **ECO GROUP (Report Item 2.2.2)**

The Committee considered the RECOMMENDATION and it was:

RESOLVED: To work with the Trowbridge eco group to enhance the corner of the park at the Polebarn Road end into a wildflower garden and wildlife haven.

1032 **QUARTERLY MANAGEMENT ACCOUNTS (Report Item 10)**

a) **The Committee considered** the Q3 accounts, previously circulated with the agenda.

RESOLVED to approve the Q3 Accounts, copies of which had been previously circulated with the Agenda.

The £23k per annum cost for the street sweeper was queried. Town Clerk confirmed that the lease option was better than the cost of purchasing one which would involve more borrowing.

1033 **DATE OF NEXT MEETING**

Tuesday 22nd June 2021 at 7.00pm.

Venue, MS TEAMS or in person, is to be decided by the new committee.

Cllr Brice gave thanks to the Neighbourhoods team for all their hard work over the years.

1034 **MEDIA RELEASE**

The Committee **RESOLVED** to approve the following press/social media releases:

- Eco Garden including thanks to Ron Loman for the Riot of Colour.
- Textile Garden.

The meeting closed at 20.08 hrs.

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