

MINUTES

At a meeting of the Neighbourhood Services Committee held on MS TEAMS Tuesday 22nd June 2021 at 19.30.

Present: Councillors: Allsworth, Blackmore, Bryant, Cave, Cooper (Vice Chair), Lincoln, Palmen, Piazza and Vigar.
Officers: Mr L Allan (Town Clerk/RFO), Mr K Buckingham, Mr C Maddox (Neighbourhoods Officer) and Mrs A Quick (Minutes).
Additional attendees: Cllr Bates
Public: 1 Press: 0

1035 **APOLOGIES**

RESOLVED to accept apologies received with reasons from Cllr Cavill. Cllr Cooper chaired the meeting in Cllr Cavill's absence.

1036 **MINUTES**

- a) **RESOLVED to approve the Minutes of the Neighbourhood Committee meeting held on Tuesday 30th March 2021.**
b) There were no questions arising from those minutes.

1037 **DECLARATIONS OF INTEREST**

There were no declarations of interest.

1038 **CHAIR'S ANNOUNCEMENTS**

Cllr Cooper had no announcements.

1039 **OPEN FORUM**

No questions.

1040 **THE FACILITIES MANAGER'S REPORT TO NEIGHBOURHOODS SERVICES**

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

1.4 Grounds Operative Vacancy – Appointment to be made on 1st August. Job description to be finalised.

2.1 Bowls Club – Lease for the Bowls Club has 16 years remaining. The term 'Standard' is used in the contract which doesn't specify length of grass etc. HOS of LS&I is liaising with Fiona at the Bowls Club to resolve this. We have had to commission an expert to do a soil sample which shows nothing significant to deal with therefore the outstanding bills need to be paid.

2. Play Areas – No issues in the last couple of weeks.

4. Street Services – It was highlighted that hanging baskets go up in June every year to avoid the frost.

4.1.1 Neighbouring Parishes – When the sweeper was purchased we were aware we would need to hire it out to other parishes (eg Hilperton) to make some return on the purchase. The fee charged will cover the cost of both the sweeper and staff hours. This has been delayed due to Covid but will be reinstated going forward. The schedule in the wards will pick up quite quickly. Sweeper training will be offered to willing Cllrs; Cave and Vigar volunteered. Barrowman's role for picking up litter does not include detritus so some litter gets missed and this has been noted. This wouldn't necessarily be the case if it was a more flexible contract. Cllr Lincoln asked whether volunteers could be recruited for litter picking. There is a volunteer, Ivan, and there are volunteer gardeners and we have previously used probation workers for which we have insurance. Potentially we can look at increasing this in the future. We recently got involved in the big litter pick. St James

Church grass seems to be cut variably due to 'no mow May'. Trowbridge Eco Group do a litter pick once a month.

4.4. Litter Bins – There will be a review of litter bin locations and then a decision whether we want to move WC bins to better locations. We will identify any gaps requiring additional bins and how we will empty these - please report to Carl Maddox. This needs to be highlighted to all Councillors with a deadline for bin requests. Cllrs are welcome to join the team in conducting the bin survey. We can send the lists broken down into Wards for Cllrs to assist in their own wards. Deadline will be the end of this calendar year but best to do this in summer. Dog bins and litter bins can both be recycled. Cllr Piazza suggested asking public where they would want a bin. There will need to be criteria for requested bins. Could segregated bins be used to separate the recycling at point of disposal? Rubbish is separated on a conveyor.

5.1 Allotments – a complaint by a resident has been resolved by the allotment tenant giving up his plot as he can't manage it.

6.2 Community Area Transport Group (CATG) To note that WC is seeking to level up with new foot paths, cycle routes, pedestrian crossings and widening of roundabouts; Approx £8 million. It is being encouraged not to call the FHSF a consultation.

6.2 CATG – Will the parish have to contribute 25%? Town Clerk stated it used to be one third.

6.3 SID – New location requests can be reported to C. Maddox but they are supposed to go to locations already there or dependant on the metro count data.

I041 ECO GROUP

The Committee considered the following **RECOMMENDATION** and it was;

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

I042 CATERING VAN

Cllr Bryant strongly objected to catering vans as they lower the tone of Trowbridge. Cllr Palmen is in favour of the van as it encourages people to the park, they will pay a licence to TTC and it is a high quality van. It should be located in an unobtrusive location. Is there a risk of increasing litter? Conditions can be written into the lease by LS&I before approval. Concern that it is proposed to be located by the park therefore tempting for children to eat unhealthy food. It was stated that we should be encouraging businesses to the town.

The Committee considered the following **AMENDED RECOMMENDATION** and it was;

RESOLVED: That the application for a catering vehicle licence for the Park is referred to full council on 20th July for a decision.

I043 TREE PLANTING AND WILDFLOWER MEADOWS

The Committee considered the following **RECOMMENDATION** and it was;

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

Moved by Cllr Bryant, seconded by Cllr Vigar.

I044 ACCESS LICENCE

The Committee considered the following **RECOMMENDATION** and it was;

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

Moved by Cllr Bryant, seconded by Cllr Piazza.

I045 BOUNDARY COMPLAINT

The Committee considered the **RECOMMENDATION** and it was:

RESOLVED: 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.

Moved by Cllr Palmen, seconded by Cllr Cave.

1046 COMMUNITY AREA TRANSPORT GROUP (CATG)

The Committee considered the **RECOMMENDATION** and it was;

RESOLVED: To approve the CATG match funding allocations above totalling £8,442 and note the provisional allocations likely later in the year.

Addendum: CATG confirmed they requested £3,000 for the Newtown Pedestrian crossing (25%), which leaves an additional £1000 available to allocate this year from the above figure.

1047 GROUNDS MAINTENANCE CONTRACT (GMC)

The Committee considered the **RECOMMENDATION** and it was;

RESOLVED:

- 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.

1048 QUARTERLY MANAGEMENT ACCOUNTS (Report Item 10)

a) The Committee considered the Q4 accounts, previously circulated with the agenda.

RESOLVED to approve the Q4 Accounts, copies of which had been previously circulated with the Agenda.

1049 DATE OF NEXT MEETING

Tuesday 5th October 2021 at 7.00pm.

Venue in person at The Civic Centre.

1050 MEDIA RELEASE

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

- Contribution to Eco Group in the park
- Location for tree planting
- CATG

The meeting closed at 20.36 hrs.

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