

MINUTES

At a meeting of the Neighbourhood Services Committee held at The Civic, Trowbridge on Tuesday 22nd March at 19.00 hrs.

Present: Councillors: Allsworth, Blackmore, Bryant, Cavill (Chair), Cooper, Lincoln, Palmen, Piazza and Vigar.
Officers: Mr K Buckingham (Facilities Manager), Mr C Maddox (Neighbourhoods Officer) and Mrs A Quick (Minutes).
Additional attendees: None
Public: Ron Lomas Press: 0

1078 APOLOGIES
None.

- 1079 MINUTES**
- a) **RESOLVED** to approve the Minutes of the [Neighbourhood Committee held on 14th December 2021.](#)
 - b) There were no questions arising from those minutes.

1080 DECLARATIONS OF INTEREST
There were no declarations of interest.

1081 CHAIR'S ANNOUNCEMENTS
Cllr Cavill stated that the Chamber of Commerce has been revitalised under new management and they are moving forward very well indeed. Ben Lamb is the new president of Chamber of Commerce. New CEO of the Town Hall presented very well.

1082 OPEN FORUM
None.

1083 FACILITIES MANAGER'S REPORT TO NEIGHBOURHOODS SERVICES
The committee considered the Facilities Manager's Report to Neighbourhoods Services.

1.41 Training Completed – So many things put in place are now being developed. Cllr Vigar asked when the contracts end? 30th of April is when our contract with idverde ends, this covers primarily the Park and litter collection to our recreation areas. Town wide litter collection and all amenity grass cutting etc currently contracted to idverde by Wiltshire Council will end on 30th November.

2.4 Recycling Stations - Cllr Vigar asked if emptying bins daily is excessive as it could encourage other people to visit those locations. Facilities Manager stated it has been noted that bins have been in disordered locations. Using new narrow vehicles will enable us to go through tighter areas, such as Biss Meadows and Paxcroft in a continues order, where at present the vehicles are unable to reach some areas or are required to go back in and out areas which is time consuming. Bins will be assessed over the first couple of months so we can decide which need emptying more frequently.

2.5 No Dig – Laying cardboard to prevent weed growth.

2.6 Reducing use of Fossil Fuels - Cllr Cooper asked whether these vehicles can be driven with a car licence or just a bike licence? Facilities Manager will get this clarified. Cllr Palmen asked what the feedback from BOA was? C. Maddox confirmed it was very positive. It was stated that 'Stihl'

battery operated tools are yet to be decided as we don't want staff waiting for batteries to be recharged. Torque is not as much a problem on the electric hand tools as they were a year ago.

3.11 Trowbridge Youth Parliament – This is up and running. Cllr Piazza asked if we could do more with them? Could we have a Youth Council? Cllr Palmen suggested we discuss this at P&R so maybe we could talk with Chippenham first. C. Maddox clarified that he attended this meeting with the groups there. Facilities Manager stated there is a collaboration with schools but suggests that teenagers might prefer the term 'parliament' rather than 'council'. Cllr Cavill suggested Cllr Piazza talks to Chippenham then brings feedback to next P&R.

4.2 Woolpack Meadows - Carl Maddox updated on Woolpack Meadows. It was in a bad state of disrepair. We have left the gates as these are the most expensive item in any play area. We are 50/50 with play areas vs picnic areas.

Litter – Behind the park club there is a piece of land filled with rubbish. Who is responsible for this? Facilities Manager responded that the park club still sits on land not owned by Trowbridge Council. It is possible that litter is coming from flats above. We could assist occasionally to prevent the litter becoming hazardous. It would be sensible to get a contact from St Georges flats to question this. Cllr Lincoln will fill up some bags on Thursday for collection by TTC.

5.10 Sparkle Team & Parish Steward - Cllr Bryant reported a blocked drain, could this be tackled? C. Maddox advised we can take a top surface on the drains but this is unlikely to solve the issue. It will need reporting to Wiltshire Council.

Cllr Bryant asked about graffiti. Half the job was done by the parish steward. Could each Cllr go around their ward to assess the graffiti in their ward. C. Maddox confirmed this will be coming over to us but not until December. If permitted, we can tackle graffiti where possible. Facilities Manager clarified that we won't have more staff until TUPE is resolved. We will then be able to plan recruitment for the rest of the team. Cllrs often request Fly Tipping is dealt with immediately but this is done by Wiltshire Council. If we act on removal immediately we would be waiving the right to prosecute offenders of the damage. We don't have access to the tip/recycling centre. Part of the plan is doing some work to the compound building bunkers etc. We will be able to collate litter and collect by using grab lorries. Cllr Piazza asked about our current policy on Fly Posting? It was confirmed that staff will remove these as quickly as possible. Facilities Manager clarified that private permission is occasionally given therefore we need to be careful where we remove these posters. We could look at poster pillar boxes being introduced to the town. Cllr Bryant suggested we need a system which isn't abused.

Cllr Blackmore asked about the drains at Union Street or St James Churchyard. Cllr Palmen advised that the Wiltshire Cllr is contacted and they will deal with it. Carl confirmed St James has been investigated and it is clear but pools at a certain point.

KB advised that there might be a similar issue with drains closest to the back of F&B unit where they are cleaning off kitchen equipment over the drain.

Cllr Palmen asked about the reduction in hanging baskets. They are part of the June & beyond contract. There was a concern that our staff were hanging baskets on private buildings. It has also been a commercially led activity. He has a list of every lamp column from Atkins which is a positive move to position these correctly. We could look at a single sponsor for these in the future.

6.1 i) Holy Trinity Wall – Work is intended to start on 4th April. It will be taken down & rebuilt.

6.2 Textile Garden - Work done by volunteer gardeners (Ron Lomas) is greatly appreciated and beneficial to the town.

6.7 Wayfinding - Cllr Vigar stated discussions of FHSF have been saying they weren't keen on old fashioned signage. We think this is a good idea. Cllr Bryant advised that WC have in the past put up incorrect signs so this needs to be avoided.

9. CATG – A future date hasn't yet been set yet.

1084 PUBLIC CONVENIENCES (REPORT ITEM 7.1)

The committee considered the **RECOMMENDATION** and it was;
RESOLVED;

To set operating hours for the public conveniences main block in line with the times for lighting on the tennis courts 8am-9pm.

To install a payment system for the main block and to set a fee of 50p for entry.

Pending a decision on payment.

To approve in principle to the potential lease from Wiltshire Council, delegate responsibility to negotiate these to officers for the lease to be signed once planning and tendering was obtained and funding approved.

Cllr Cooper is against charging for toilets. 20p charge was installed at Chippenham to prevent vandalism. There's a proposal for a changing facility but it won't be using a radar key as those abusing the facilities could potentially have one of these. There could be a plan to have CCTV over the handwashing area. Cllr Piazza suggested could we amend the recommendation to advise a 50p donation rather than a fee.

Cllr Cooper asked for the estimated cost to install the system. Cllr Vigar suggested something similar to BOA. Facilities Manager advised that the uncontrolled situation providing homeless with radar keys has escalated the problem.

1085 BANDSTAND REFURBISHMENT (REPORT ITEM 7.2)

The committee considered the **RECOMMENDATION** and it was;
RESOLVED;

That the decision to undertake any urgent repairs is delegated to officers outside of waiting for the total project plan (and associated costs) in order to have the facility available as soon as possible and until the full project plan is confirmed.

The report cost £650. The quickest solution would be to prop the bandstand. We don't want to wait until June. We want to ensure that we have the power to make it safe to open it to the public. Cllr Bryant asked if there's any potential for grant funding. Facilities Manager clarified that after this stage our architect will be looking at suggestions to take to the next meetings to be able to tender for the works going forward. It will go on the contract finder website.

1086 PUBLIC SPACE CCTV (REPORT ITEM 7.4)

The committee considered the **RECOMMENDATION** and it was;
RESOLVED;

That we extend the current Shires CCTV monitoring agreement by 12 months at a cost of circa £38k pa (subject to contract).

We have been paying for this service for a long time but it is also why we're going through this as technology has moved forward. It's in need of an upgrade. We want to move to HikCentral allowing us to create a central system for the public space and all venue cameras. This has been budgeted for. There is a possibility of using CCTV for issuing fixed penalty notices in the future.

1087 QUARTERLY MANAGEMENT ACCOUNTS

a) The Committee considered the Q3 accounts and it was;

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

1088 DATE OF NEXT MEETING

Tuesday 14th June 2022 at 7.00pm in The Civic.

1089 MEDIA RELEASE

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

- Youth Parliament signs in the park
- Going to tender with Public Conveniences in park

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

The meeting closed at 20.18 hrs.