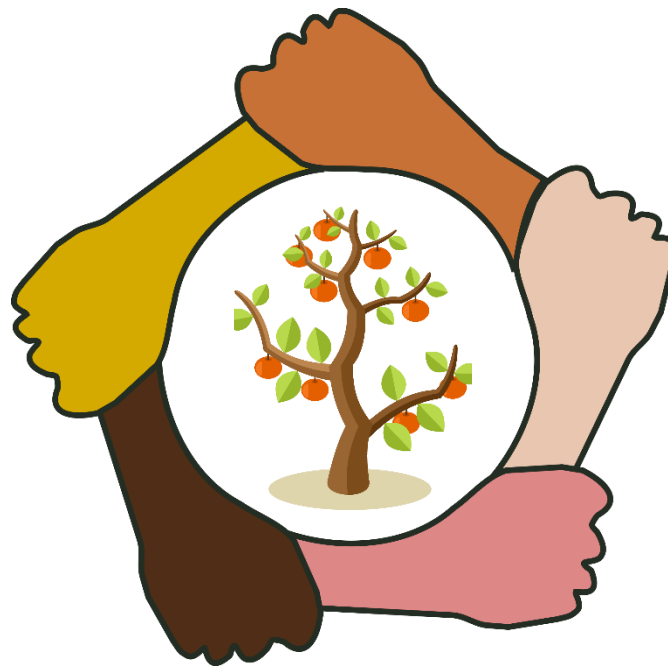


Report to Neighbourhood Services Committee

Quarter Two

20th December 2022



Neighbourhoods

I. KEY DECISIONS

FINIANCIALS AGENDA ITEM?

I.1 Neighbourhoods

	Actuals	Budget	Variance
Projects	£0	£5000	£5000
Recreational Facilities	£42,918	£55,944	£13,026
Neighbourhoods General	£233,199	£193,360	£39,839
Closed Churchyards	£911	£0	£911
Town Park	£74,195	£68,863	£5,332
Allotments	£2,174	£2,164	£12

I.2 Buildings

	Actuals	Budget	Variance
Civic	£255,990	£218,036	£37,954
Museum	£51,717	£30,040	£21,677
Direct Services	£15,674	£41,942	£26,268
Active Trowbridge	£10,212	£12,000	£1,788
Studley Green	£5,425	-£1,053	£6,478

Appendix A= Facilities, Appendix B= Neighbourhoods

2 NEIGHBOURHOOD SERVICE QUARTERLY REPORT (2nd QUARTER)

The Neighbourhood Services Committee is delegated to exercise and perform on behalf of the council, all powers and duties of the council in relation to the following.

- Management of Town Park.
- Management of the council's support to street cleaning and coordination with the Parish Steward Scheme.
- Support for Trowbridge Volunteer Gardeners, Friends of Biss Meadows, Friends of the Down Cemetery and other organisations seeking to deliver environmental improvement for the town.
- Maintenance of all of the Town Council's neighbourhood assets, including play areas, bus shelters, benches, litterbins and allotments etc.
- Develop projects and approve schemes including street furniture, signage and minor highway improvements in partnership with Wiltshire Council.
- Issues relating to the provision of public transport services, development of transport and other environmental matters including liaison with Wiltshire Council's Community Area Transport Group (CATG) and with reports made through the MyWiltshire app.
- In relation to all activities performed by the Committee, that issues relating to Health & Safety are risk assessed and appropriately prioritised
- To bring forward proposals for the ongoing development of these services on behalf of the Town Council and to oversee the management of any such developments as are undertaken.
- The Committee can appoint Sub-Committees and can delegate any of its powers to sub-committees.
- The Committee is empowered to incur expenditure where it has allocated budget provision.

2.1 Summary

In quarter two all equipment order has now been delivered and the team have been using the newly purchased equipment and it has aided the delivery of service that they can provide.

3. STAFFING STRUCTURE

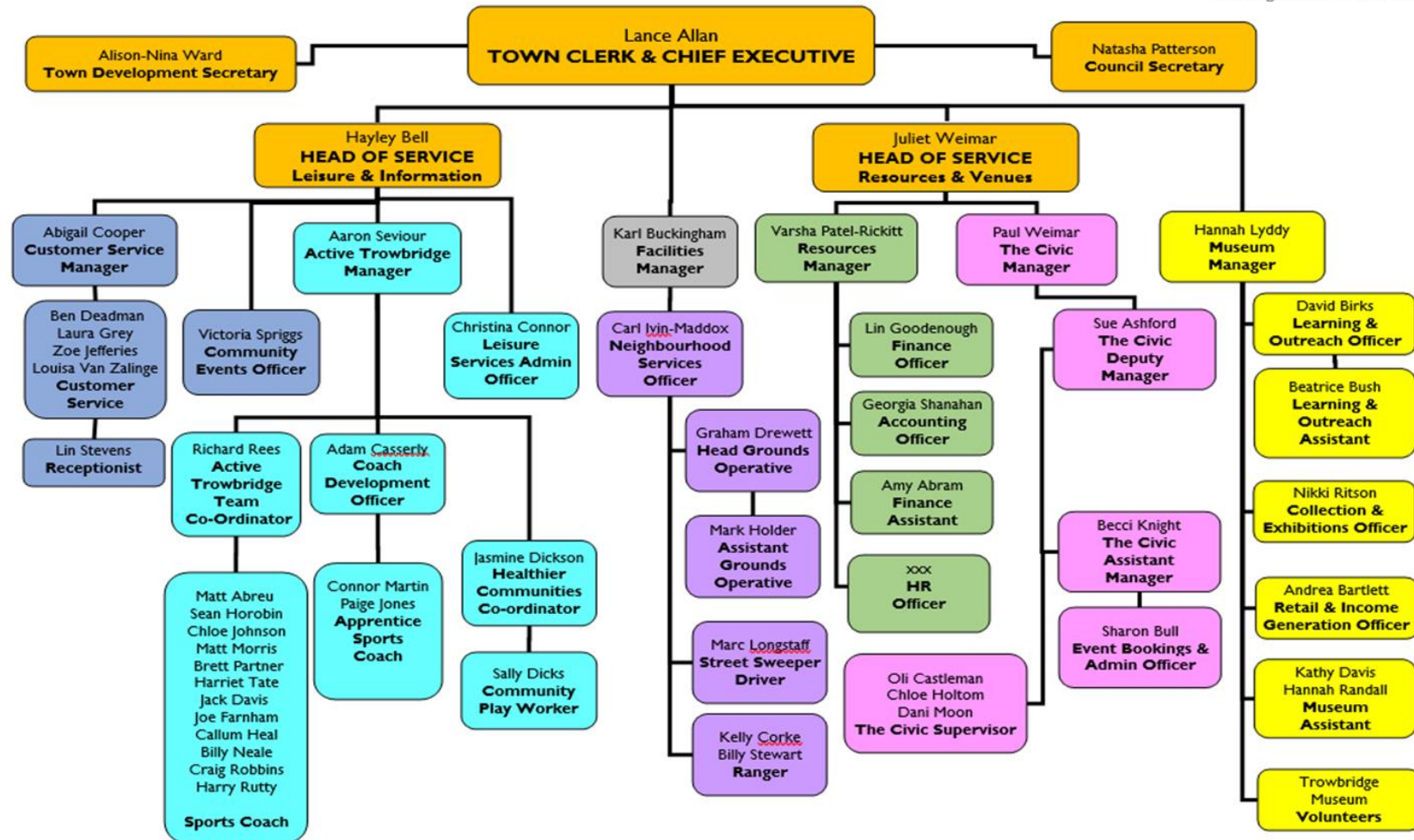
Karl Buckingham – Facilities Manager
Carl Ivin- Maddox – Neighbourhood Services Officer
Graham Drewett – Head Grounds Operative
Mark Holder – Assistant Grounds Operative
Marc Longstaff - Street Sweeper Driver
Kelly Corke - Ranger
Billy Stewart – Ranger

Two new Rangers have joined the team and getting to grips with the role. Recruitment for a facilities support officer is on hold. The team now where a uniform in Trowbridge colours so are easily recognisable.

Organisation Chart November 2022

Trowbridge Town Council

Working with the Community



4 GREENER TROWBRIDGE

The Council Strategy 2021-2025 includes the following:

COORDINATED MANAGEMENT OF GREEN SPACES

TTC will seek to deliver a coherent approach to green space management across Trowbridge:

STREET CLEANING AND LITTER COLLECTION

TTC will seek further service devolution from Wiltshire Council to improve cleanliness:

TOWN PARK

TTC recognises that Trowbridge Town Park is a significant asset for the town and the town council will ensure it continues to serve the community:

SUPPORTING ENVIRONMENT-RELATED COMMUNITY GROUPS, CHARITIES AND VOLUNTEERS

TTC will support community groups who look after their green spaces, ensuring that each area has a management plan

RE-GREENING THE TOWN

TTC will support enhancement of green infrastructure and sustainable planting in the town centre

REDUCING CARBON FOOTPRINT

TTC will work closely with Trowbridge ECO group to achieve Zero Carbon by 2030 and a Plastic Free Trowbridge

EMBEDDING SUSTAINABILITY IN THE PLANNING PROCESS

TTC will work with Wiltshire Council and neighbouring parishes to ensure that plans for growth are sustainable.

The Greener Trowbridge working Group had their first meeting on 5th September, some amendments to the draft Terms of Reference have been made and agreed see appendix C. We want to ensure that the group is focused on sustainability as well as issues related to energy.

There is a list of the local groups that we aim to represent with this Working Group and this group will report back to both Trowbridge Area Board and Trowbridge Town Council.

5 SERVICE DELEGATION

The Service delegation transfer from Wiltshire council to Trowbridge Town Council has been delayed and will take place April 2023. When this is completed TTC will be in charge of the following:

- TTC will become responsible for all public space litterbins (emptying, replacements and policy).
- TTC will become responsible for all the recreational and amenity green spaces currently maintained by Wiltshire Council.

- TTC will oppose any new 'management agreements' for future developments and request to manage this in-house.
- TTC will be responsible for town centre barrowman services.
- TTC will be responsible for graffiti, fly posting and detritus in Trowbridge.

6 THE TOWN PARK & FACILITIES

6.1 Walkers Yard

Continue to be a valuable resource to the growing team and the equipment within. The yard is at times busy with multiple movements of equipment and staff are being reminded to be extra vigilant. The Type 2 surface requires topping up.

6.2 Bowls Green & Pavilion,

Work was undertaken on close of the season to renew the fine turf condition. The work was undertaken in-house with great feedback from the users. We added a bird scarer this year to deter the seed stealers and nut hoarders destroying the good work. – It's working!

6.3 Park Pond

The project to refurbish the park pond as per the Wiltshire Wildlife Trust scheme is currently still on hold. The pump float switch requires replacement and will be undertaken once the contractor has capacity to complete the work. This is a safety feature to minimise pump burn out, and part of the reason the pond is empty. The main reason it's empty is because it leaks!!

6.4 The Riot of Colour, (ROC)

Border is maintained by Trowbridge Volunteer Gardeners (TVG), a wonderful example of community working and looking to add to their numbers, if you are interested please let us know.

6.5 Community Garden

Situated between the Civic Centre and the Play Area. Cllr Mel Jacob has been tending the garden with the community groups she is involved with.

6.7 Go Wild

Trowbridge Eco Group continue to work on the re-wilding of the north corner of the town park (Polebarn Rd entrance), their volunteers are seen regularly attending to the site and have been busy all year. They will be meeting next on 18th December. For all information click here [Gowild](#)

6.8 Hardcourts

The courts are well utilised and are due to have the surface repainted this year. Maintenance of the surface is booked for spring 2023 to include a respray of the courts.

7 PLAY & RECREATIONAL SPACES

Nothing new to report.

8. OTHER ASSESTS

8.1 Holy Trinity Wall

I still have not managed to find a contractor to take on the work of the wall. Despite being in contact with several contractors. We do not have any specification, this job started 'as a please quote for repairs' but with the cost at £35k from a principle contractor we are at a limbo. We now require a structural engineer to undertake a survey and provide technical

drawings, followed by an architect to undertake the tender issue drawings, based on previous costs from other projects; this is likely to be around £3-5K. Assuming that tender would reach only the larger contractors such as Beard, Rigg etc

8.2 Textile Garden

The Trowbridge Volunteer Gardeners (TVG) maintain this garden

8.3 Allotments

At the end of quarter 2 there are 3 plots empty with 2 being allocated out next week. Two are currently going through removal. There are approximately 80 people on the waiting list.

8.4 Speed indicator Device (SID)

The SID is back in service and being used without the solar panel. The device runs for 3-4 weeks without the solar which is ample for the 2-3 weeks a SID is in position for. Approvals from Atkins are more likely by minimising the weight being connected to columns.

9. WORKING GROUPS

9.1 Service Delegation Working Group

The services delegation group have met once in this quarter and will meet again at the beginning of quarter 3. The group discuss issues that have arisen, taking any decisions that need to be made to full council. The main topic over the last few meetings have been the service delegation transfer. Appendix D Minutes of last meeting.

Draft Agreement to take on management of Southwick Allotments is also in progress as part of Service Del. Service Del also includes greenspace maintenance of County Hall and the Resource Centre.

9.2 ASB&SC working Group

The anti-social behaviour and street crime group. The group have not met this quarter.

9.3 Public Toilet Working Groups

The public toilet-working group met in August. Minutes Appendix C.

FUTURE PLANS

10. PROJECTS

10.1 Toilets

The current status are for the Public Space WC's is that I feel we are now beyond the point of any investment to the former sweet shop, I have asked for the below options to be costed up by the consultant. As you will see, the alternative option would require purchase of a modular unit, which has asset value and potential for relocation/sale should the council proceed with the long-term goal of consideration of the Bowls, PWC's, Kiosk into one community hub. The location I am recommending and that is on the attached PTM Site Plan.png would require civils and utilities being fed via the Civic and to the location being recommended for the long-term plan of a community hub in the park, basically pre-works

for that future project. This would therefore mean that Option 3 in its entirety is one of investment with a retention of value in the asset being sited on our land.

Option 1 = Conversion of the former sweet shop approximate cost £131K

Option 2 = With concerns raised by groups like action for woman and removal a communal space (for safety) within the former sweet shop costing approximately £146K

Option 3= A modular unit with situated near to crazy golf with 3 cubicles. Approximately cost up to £100K (This include purchase of unit and installation.

RECOMMENDATION: to consider option 3 when funds are available and to release any interest in the unit (former sweet shop) offered for lease by WC, as this has become unattainable for conversion costs for a lease of 7 years

10.2 Anti-social Behaviour & CCTV

Fixed electrical inspections to the camera columns were undertaken in Qtr. 2 and a report followed. Some of the columns require DNO to undertake work to the supply cable; in this case Scottish Southern Electrics will undertake this works. The remaining work, to get the equipment to pass the electrical inspection totals £7k.

Four Cameras columns require replacement with a [proposed £23k cost to undertake those works,

5 cameras fall within areas soon to be considered in any highway readjustment around upper Fore St and Wicker Hill and therefore should be addressed during those works. With some CCTV maintenance required to some of the Civic venue cameras and also Longfield CC cameras a quote is being obtained to purchase the central server and software, to amalgamate cameras mounted within the public spaces which double up cameras mounted to our buildings, which is a positive step towards modernising the towns CCTV. A phased approach to replacement is the best option.

Recommendation: to request £50K towards CCTV improvements, from capital reserves in 2023/24.

10.3 Bandstand

At present pieces of the bandstand are at the lab undergoing tests and we are still awaiting the report.

Quotes for the work can then be set in motion.

Recommendation: That in addition to the £59,850 allocated in the 2022/23 budget to request an additional £20k towards the bandstand refurbishment in 2023/24 from capital reserves.

II. OPERATIONAL

We need to report that officers have abided by the strategy and that if the council now considers that the strategy needs to be clarified or changed, That may be so. Also the demands on the team resulting from the continued unacceptability for residents of the service levels provided by Wiltshire Council have necessitated prioritisation of tasks to

respond to the demands of residents and the council and limited the capacity to provide the level of services expected on the town councils own areas of responsibility. The council could consider that additional staff and potentially improved pay and conditions may be required to secure those staff in order to deliver the capacity required to meet the expectations of residents.

11.1 Sparkle team & Parish Steward

The sparkle team are a positive asset working with us. They have been concentrating on tidying up the traffic islands and roundabouts and weeding. They liaise directly with the Neighbourhoods Services Officer who provides a list of accumulated requests from report@trowbridge to tasks currently not the responsibility of this council.

11.2 Service Delegation

The plan for Service Delegation is still being negotiated; possible take-over of service will now be 1st April 2023 earliest. With negotiations on cemetery take over for April 2024. We are still waiting to hear from the relevant parties. However, we will continue to offer the top up service that we have been doing.

11.3 Play area inspection

In December the annual play equipment inspection will take place across all sites (30 in total) this is the standard statutory of duty following the Rospa guidelines, typically checking the Health and Safety of equipment and the sites as a whole. I have authorised the inspection company to include a full DDA impact survey, as well as the equipment being accessed for the play values (does the equipment offer a wide range of activities for all ages and abilities). It will also carry out an estimated life expectancy, which will help the team to plan in time for repairs, and improvement, budgeting across the 30 sites, elevating pressure of officers and councillors as having this index report can plan fairness across the town.

Team members have participated in a play park maintenance-training course so they are now able to inspect equipment weekly this is on top of the independent inspection.

11.4 Current Plans

- Quotations are being obtained for litterbins with intention to replace all stock with a consistent type and identity. We are seeking recycling of old stock to be taken into account by the supplier when quoting.
- Wiltshire Council provided relevant PDFs files of their grounds to export onto Trowbridge Town Council mapping software in readiness of the service delegation.
- Once Trowbridge Town Council have all knowledge of the Wiltshire Council Service Delegation Policy, the TUPE will become clearer.
- We will work with recommendations of the Greener Trowbridge Working group to produce plans and policies for the greenspace management, which will include sustainable planting scheme among other things.
- The team have been undertaking significant works to trees, hedges at our own sites over the course of the dormant season.
- The team are now in their uniform, There is no change to the trousers and overcoats as regulations for working in or close to highways requires chapter 8 compliance (Orange and 2 high viz stripes). The tops (polo's and fleeces) will be in the councils branded colour of Burgundy/Wine carrying the councils Crest. The departments fleet vehicles will also be in the councils branded colours to easily identify 'who's doing the good/hard work!'

11.5 Information Technology and Support Services.

We are under way with the transition to cloudyIT. Some Councillors have already been issued their tablet. If you are yet to receive your tablet, please collect from K Buckingham. The Council Secretary is getting to grips with the new system and you will start to receive agendas and supporting documents through 'decisions'. An install of hardware will be happening the weekend of the 6th January 2023.

12. FORECAST ON BUDGET 2022/23

The below forecast is based upon information already logged on the rialtas software up to end of September and printed at the time writing report. The forecast assumes committed expenditure through services charges, and fixed agreements and budgeted expenditure. Items which were reliant on savings or general reserves at the beginning of the financial year have been 'zeroed' The forecast is therefore reliant on savings being made elsewhere in the department's budget and possible delaying of large capital expenditure until 2023/24.

Insurance costs (increase £47k on budget) and premises maintenance (increase £53k on budget) across all council sites.

13. FEES AND CHARGES

SERVICE	FEE APRIL 2022/2023	FEE APRIL 2023/2024
Grit Bin (per Parish)	£150	£165
SIDs (Parish outside Trowbridge)	£305.00	£335.50

Appendix A

Facilities Quarter 2 Actuals 2022-23						
	Printed 13 December 2022	Qtr 2 Actuals 2022/2023	Qtr 2 Budget 2022/2023	Variance Favourable (Adverse)	Annual Budget 2022/2023	Notes
701	Civic Centre - Building					
	EXPENDITURE					
4011	Rates	£16,562	£16,860	£298	£33,718	
4012	Water Rates	£2,525	£4,000	£1,475	£7,000	
4014	Electricity	£15,184	£11,000	-£4,184	£25,000	
4015	Gas	£2,090	£3,750	£1,660	£7,500	
4019	Service Charges	£22,415	£20,000	-£2,415	£42,000	
4025	Insurance	£2,654	£2,100	-£554	£4,200	
4026	Printing Services	£4,136	£2,500	-£1,636	£5,000	
4036	Equipment Purchases	£190	£0	-£190	£0	
4053	Loan Repay Interest	£108,125	£108,048	-£77	£215,604	
4054	Loan Repay Capital	£21,528	£21,528	£0	£43,551	
4125	Projects	£30,332	£72,283	£41,951	£72,283	Air con £52,800
4126	Maintenance	£28,069	£17,717	-£10,352	£27,717	Heat pump £36,500
4202	Defibrillator	£0	£250	£250	£250	
4544	Computer and telephone Services	£32,512	£28,000	-£4,512	£50,000	
4912	TFR from earmarked reserve	-£30,332	-£90,000	-£59,668	-£100,000	26122 to transfer q2
	Sub Total Expenditure	£255,990	£218,036	-£37,954	£433,823	
705	Museum Property					
	EXPENDITURE					
4011	Rates	£9,324	£6,750	-£2,574	£13,500	
4013	Rent	£4,833	£5,000	£167	£10,000	
4014	Electricity	£2,763	£3,000	£237	£6,000	
4015	Gas	£0	£1,900	£1,900	£5,000	
4019	Service Charges	£17,695	£10,000	-£7,695	£21,000	
4025	Insurance	£432	£390	-£42	£779	
4038	Premises Repairs	£16,670	£3,000	-£13,670	£5,000	
	Sub- Total Expenditure	£51,717	£30,040	-£21,677	£61,279	

	Printed 13 December 2022	Qtr 2 Actuals 2022/2023	Qtr 2 Budget 2022/2023	Variance Favourable (Adverse)	Annual Budget 2022/2023	Notes
718	Direct Services General					
	EXPENDITURE					
4012	Water Rates	£51	£0	-£51	£0	
4014	Electricity (Fore Street Pop-up & St Georges Works)	£449	£400	-£49	£710	
4021	Telephone Expenses	£517	£552	£35	£1,100	
4025	Insurance	£652	£840	£188	£1,678	
4038	Pemisies Repairs	£0	£300	£300	£300	
4281	Church Clock & Insurance	£505	£350	-£155	£500	
4503	CCTV Running Expenses	£18,000	£44,000	£26,000	£66,000	xxx
4513	PAT Testing	£0	£0	£0	£900	
	Sub-Totals Expenditure	£20,174	£46,442	£26,268	£71,188	
	INCOME					
1051	Income - CCTV Spitfire & Railway & Gateway	£4,500	£4,500	£0	£9,000	
	Sub-Totals Income	£4,500	£4,500	£0	£9,000	
	Net Actual Costs	£15,674	£41,942	£26,268	£62,188	
765	Active trowbridge Facilities					
	EXPENDITURE					
4131	Active Trowbridge Fleet	£10,212	£12,000	£1,788	£21,000	3
	Sub- Total Expenditure	£10,212	£12,000	£1,788	£21,000	

		Qtr 2 Actuals 2022/2023	Qtr 2 Budget 2022/2023	Variance Favourable (Adverse)	Annual Budget 2022/2023	Notes
772	Studley Green					
	EXPENDITURE					
4012	Water rates	£6,811	£60	-£6,751	£125	
4014	Electricity	-£148	£450	£598	£938	
4015	Gas	£103	£375	£272	£625	
4019	Service Charges	£472	£0	-£472	£0	
4025	Insurance	£271	£156	-£115	£312	
4038	Premises Repairs	£10	£0	-£10	£0	
	Sub-Totals Expenditure	£7,519	£1,041	-£6,478	£2,000	
	INCOME					
1000	Rent Receivable	£2,094	£2,094	£0	£4,191	
	Sub-Totals Income	£2,094	£2,094	£0	£4,191	
	Net Actual Costs	£5,425	-£1,053	-£6,478	-£2,191	
SUMMARY FIGURES						
Facilities Qtr 2 (April '22 - Sept '22)		Actual	Budget	Variance		
Gross Expenditure		£357,662	£314,869	-£42,793		
Income		£6,594	£6,594	£0		
Net		£351,068	£308,275	-£42,793		

Appendix B

Neighbourhoods Quarter 2 Actuals 2022-23						
		Qtr 2	Qtr 2	Variance	Annual	Notes
504	Projects	Actuals	Budget	Favourable	Budget	
		2022/2023	2022/2023	(Adverse)	2022/2023	
	EXPENDITURE					
4506	CATG Project	£0	£5,000	£5,000	£10,000	
4511	Investment in Assets - Other	£0	£0	£0	£5,000	
	Sub- Total Expenditure	£0	£5,000	£5,000	£15,000	
1009	Income Other	£0	£0	£0	£0	
	Sub- Total Income	£0	£0	£0	£0	
	Net Actual Costs	£0	£5,000	£5,000	£15,000	
		Qtr 2	Qtr 2	Variance	Annual	Notes
509	Recreational Facilities	Actuals	Budget	Favourable	Budget	
		2022/2023	2022/2023	(Adverse)	2022/2023	
	EXPENDITURE					
4025	Insurance	£7,416	£5,940	-£1,476	£11,877	
4036	Equipment Purchases and repairs Play Area Capital Improvements	£10,500	£25,002	£14,502	£50,000	
4038	Premises Maintenance/ Repairs 9k+33k	£25,002	£25,002	£0	£5,000	
	Sub- Total Expenditure	£42,918	£55,944	£13,026	£66,877	
	INCOME					
1001	Grants Income Residents	£0	£0	£0	£0	
	Sub- Total Income	£0	£0	£0	£0	
	Net Actual Costs	£42,918	£55,944	£13,026	£66,877	

518 Neighbourhood Services General		Qtr 2 Actuals 2022/2023	Qtr 2 Budget 2022/2023	Variance Favourable (Adverse)	Annual Budget 2022/2023	Notes
EXPENDITURE						
4001	Staff Salaries	£58,647	£100,416	£41,769	£201,080	
4002	Staff Nat Insurance	£5,416	£8,466	£3,050	£16,958	
4003	Staff Pensions	£10,803	£18,780	£7,977	£37,602	
4007	Staff clothing	£346	£350	£4	£1,350	
4008	Staff Training	£1,052	£500	-£552	£1,660	
4009	Travel Expenses	£0	£350	£350	£830	
4032	Marketing	£256	£0	-£256	£0	
4035	Grounds Maintenance	£110,034	£48,000	-£62,034	£72,000	
4036	Equipment Purchases	£13,857	£3,000	-£10,857	£10,000	
4041	Vehicle Maintenance	£1,536	£0	-£1,536	£0	
4052	Bank Charges	£75	£0	-£75	£0	
4110	Payrise Accrual	£9,817	£0	-£9,817	£0	
4127	Fuel	£1,821	£1,998	£177	£5,000	
4180	Street Cleaning machine allied costs	£19,377	£13,500	-£5,877	£27,000	
4207	Hire Purchase Interest	£322	£0	-£322	£0	
Sub- Total Expenditure		£233,359	£195,360	-£37,999	£373,480	
INCOME						
1009	Income Other	£160	£0	£160	£0	
1123	Street cleaning income	£0	£2,000	-£2,000	£6,000	
Sub- Total Income		£160	£2,000	-£1,840	£6,000	
Net Actual Costs		£233,199	£193,360	-£39,839	£367,480	

		Qtr 2 Actuals 2022/2023	Qtr 2 Budget 2022/2023	Variance Favourable (Adverse)	Annual Budget 2022/2023	Notes
521	Closed Churchyards x3					
	EXPENDITURE					
4035	Ground Maintenance	£911	£0	-£911	£0	
	Sub- Total Expenditure	£911	£0	-£911	£0	
		Qtr 2 Actuals 2022/2023	Qtr 2 Budget 2022/2023	Variance Favourable (Adverse)	Annual Budget 2022/2023	Notes
524	Town Park					
	EXPENDITURE					
4011	Business Rates	£2,271	£2,400	£129	£4,803	
4012	Water Rates	£438	£252	-£186	£500	
4014	Electricity	£543	£174	-£369	£350	
4019	Service Charges	£107	£348	£241	£700	
4025	Insurance	£495	£534	£39	£1,068	
4035	Grounds Maintenance	£6,295	£0	-£6,295	£0	
4038	Premises Repairs	£162	£2,000	£1,838	£2,000	
4053	Loan Interest	£3,368	£3,390	£22	£6,730	
4054	Loan Capital	£3,683	£3,683	£0	£7,412	
4203	Public Toilet Refurb	£750	£40,000	£39,250	£40,000	
4204	Bandstand Refurb	£59,850	£59,850	£0	£59,850	
4912	TFR Frome Earmarked Reserve	£0	-£40,000	-£40,000	-£40,000	
	Sub- Total Expenditure	£77,962	£72,631	-£5,331	£83,413	
	INCOME					
1117	Rent Bols Club	£1,698	£1,698	£0	£3,398	
1118	Rent Kiosk	£2,069	£2,070	-£1	£4,137	
	Sub- Total Income	£3,767	£3,768	-£1	£7,535	
	Net Actual Costs	£74,195	£68,863	-£5,332	£75,878	

EXPENDITURE						
4012	Water	£567	£300	-£267	£600	
4025	Insurance	£106	£114	£10	£228	
4038	Premises Repairs	£10	£500	£490	£500	
Sub- Total Expenditure		£683	£914	£233	£1,328	
INCOME						
1000	Rent (garages)	£1,635	£1,680	-£45	£3,364	
1009	Allotments Income	£1,222	£1,398	-£176	£2,800	
Sub- Total Income		£2,857	£3,078	-£221	£6,164	
Net Actual Costs		-£2,174	-£2,164	£12	-£4,836	
SUMMARY FIGURES						
Neighbourhoods Qtr 2 (April '22 - Sept '22)		Actual	Budget	Variance		
Gross Expenditure		£355,833	£329,849	-£25,982		
Income		£6,784	£8,846	-£2,062		
Net		£349,049	£321,003	-£28,044		

Appendix C

Trowbridge Town Council *Working with the Community*

Public Toilets Working Group – Tuesday 2nd August

Members:

Councillors: Piazza, Bryant, Cooper, Hill.

Present:

Councillors: Piazza (Via Teams), Bryant, Hill and Palmen

Officers: K Buckingham (Facilities Manager), Natasha Patterson (Council Secretary)

1. APOLOGIES

Cllr. S Cooper

2. UPDATE

The current situation of the public toilet plans is as follows: KB has had a meeting with Healthmatic who have been tasked with the designs and scope of work for tenders and the tender specification for the public toilet that will go into the old Trowbridge Information Centre & sweet shop (TIC). Various specifications have been looked into. The cost of the conversion, a budget of £100-150k should be considered. If a budget could be found for the conversion of the TIC there is only a minimum of a 7-year lease.

Another option that could be considered if the council did not want to commit to TIC conversion or if it not a viable option.

3. OPTION - ECO TOILETS

Eco toilets are new modular block toilets made up of two unisex cubicles and one disabled cubicle.

These use minimal water and only have sewer connection. They do not need mains water

As they are modular and having the tractor they be can easily moved.

These can be leased or purchased.

If the council were to purchase, something like this it will facilitate what is needed now. Longer term when or if the council decided to move with other projects in the park, i.e. having a community hub in 7-10 years these modular units can still be used and be brought out to prop up seasons and events.

This option could cost approximately £75,000.

They could positioned in a similar spot to where TIC or in other suitable areas in the park.

4. HOW ECO TOILETS WORK

The toilets have a special conveyer system. Only the fluid goes into the sewage. The special conveyer system takes the solid and creates compost bricks.

There are two approaches to breaking down the solid matter either air-dried or worms.

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Air Dried – Using air and evaporation to break down the deposits.

Worms – Solids are collected in the service area behind the toilet, here nature takes its course by worms to break down the deposit into an inert hummus material that can be spread on nearby flowerbeds.

They have a service contract, this can be done in house.

Melksham is about to have a similar Eco Toilet installed King George V Park.

5. NEXT ACTIONS

Healthmatic can create full scope of works for option A & B.

Option A - the conversion of TIC- approximate cost £100,000 - 150,000, with £40,000 in the budget.

Option B - Eco toilets that have an approximate cost £75,000

Action: To have all information of option A & B to bring to P&R committee on 6th September

6. NEXT MEETING

To Be Confirmed

Appendix D

Service Delegation Working Group 14th November 2022

In Attendance: Cllr. J Trigg, Cllr D Cavill, Cllr. S Palmen, Cllr S Cooper

L Allan (Town Clerk), K Buckingham (Facilities Manager), N Patterson (Council Secretary)

MINUTES

1. ACTIONS FROM LAST MEETING

Action for last meeting in relation to KB being able to start discussions with ward councillors about any issues in their areas to ensure we have captured all the work required. This is still a working progress. Now that the new rangers are trained this will free Carl Maddox to take this on and start to liaise with Councillors regarding their ward.

Action: C Maddox to send out PDF maps to councillors so they can start to mark on problem areas.

2. UPDATE ON SERVICE DELEGATION

Service delegation take-over is planned for 1st April 2023 with negotiations for the possible take-over of the cemetery April 2024. TTC will continue to offer a top up service where they can. The team post on social media areas where they are doing top up service.

3. RECRUITMENT

There will be no Barrowman Service from 1st December. Neighbourhoods would like to go out for recruitment for a barrowman. This will also mean procuring a barrow. Councillors agreed that this was an appropriate course of action.

4. CEMETERY

On - going correspondence with WC regarding cemetery.

ACTION: Lance to send out email that was circulated to councillors to Parvis.

5. WHAT NEXT

Storage for dead animals: This needs to be looked into in detail.

Footpaths: Wiltshire Councillors to email Wiltshire Council regarding the state of some of the local footpaths to pressure WC to fix these before Service Delegation.

6. ASHTON STREET

Noted the discussions on going with Stone Circle for transfer of P.O.S and amenity grass.