



## **RECREATION AND PROPERTIES** **COMMITTEE**

You are summonsed to attend a meeting of the Recreation & Properties Committee at the following, place and date.

Date: Tuesday 14 October 2008

Time: Immediately following the Planning Committee Meeting

Venue: Council Chamber, Town Hall, Devizes

Enquiries: 01380 722160

Chairman: Councillor Parsons  
The Town Mayor (Councillor Mrs Burton)

Councillors: Beinhorn                      Callow                      Mrs S Evans  
Gudgeon                                  Leighton                  Smith  
A R Taylor                                C S Winchcombe

## **AGENDA**

### **1. MINUTES**

To approve as a correct record and authorise the Chairman to sign the minutes of the meetings held on the 2 September 2008, which have been circulated with the agenda.

### **2. APOLOGIES FOR ABSENCE**

### **3. DISCLOSURES OF INTEREST**

To receive any disclosure(s) of interest by a Councillor or an officer in matters to be considered at this meeting, in accordance with provisions of Sections 94 or 117 of the Local Government Act 1972 or the National Code of Local Government Conduct.

### **4. PUBLIC PARTICIPATION**

At the Chairman's discretion, members of the public attending the meeting will be allowed to ask questions, make a statement or address the Council upon a matter of concern to that person which is relevant to the Council.

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A time limit of 5 minutes per person will be permitted, but this may be extended at the Chairman's discretion and a maximum period of 20 minutes has been allocated by the Council for this item of business.

**5. REPORT FOR INFORMATION – VENUES INCOME FIGURES**

Income figures for the Council's venues for the period April 2007 to 30 September 2008 are attached (doc 5/1-5/3). These figures indicate the monthly income and cumulative income against budget

**6. REPORT FOR INFORMATION – VENUES – CUSTOMER SATISFACTION FEEDBACK**

Attached to this agenda (doc 6/1) is the Venues Customer Feedback information received up to the end of September 2008.

**7. REPORT FOR INFORMATION – BRITAIN IN BLOOM - SOUTH WEST REGIONAL RESULT**

This committee is advised that in this years Britain in Bloom competition Devizes maintained its Silver Gilt status. Once details of the judges' observations are known they will be reported back to the relevant committees with an action plan for achieving Gold status next year.

**8. REPORT FOR INFORMATION – NORTH WESSEX TRAINING**

An opportunity has developed whereby Devizes Town Council can work in partnership with the training organisation North Wessex Training. North Wessex Training supplies a number of trainees led by a fully trained supervisor.

There is a charge of £150 per day, which is currently being met through the seasonal staff budget. In the first instance, this is being undertaken as a pilot, but it would appear a very cost effective way of adding value to the parks and open spaces as well as supporting young people to develop skills.

The following press release was issued last week, and it was intended to circulate this to members in advance. However, this was unfortunately not done and offices apologise for this.

*Devizes Parks & Gardens working in partnership with North Wessex Training – the start of a beautiful friendship?*

*Devizes Town Council are delighted to be working on a pilot scheme with North Wessex Training. The plan has been devised in consultation with the Parks & Gardens team by Carole Berry, Direct Services Manager of Devizes Town Council and Mark Atkinson, of North Wessex Training.*

*Starting on 8 October, a working party from North Wessex Training led by a fully qualified supervisor, will be digging, planting bulbs, clearing and preparing beds in various parts of the town. Mike Aiston, Parks Supervisor of Devizes Town Council, will monitor the work. The aim is to help the team of local young people develop skills in a real working environment, as well as help to keep Devizes beautiful and promote pride in our town.*

*The trainees will be working towards a possible future career in horticulture, and this is very much in line with Devizes Town Council's community project of helping to improve employment prospects for young people.*

**9. REPORT FOR INFORMATION – COMMUNITY BUILDING WINDSOR DRIVE**

Officers have been working on the provision of community building at Windsor Drive and are currently waiting to receive completed tender from suitably qualified contractors. Contractors have been asked to give the price to design, construct and fit a building, which can be used by the community. Giving its location, the building will need to be simple with toilets and a kitchenette, which it is, envisages mainly allotment holders will use it. The remainder of the space, which will measure 8 metres by 6 Metre with will be open but access by two large roller shutters which means the space can be opened up.

Once the designs have been received officers will be present them to members.

It is hoped that planning permission will be gained latter this year with the building being build in Spring 2009.

**10. REPORT FOR INFORMATION – HILLWORTH PARK LOTTERY APPLICATION**

The Heritage Lottery Fund has notified that the application for £1.2 million funding for Hillworth Park has been successful at stage 1. At the time of writing there is a press embargo until midnight Thursday 9 October 2008.

The bid competed against some 30 other applications, which amounted to a total in excess of £60 million with only £20 million available.

The bid now has to pass stage 2. Stage 2 is not competitive and the £1.2 million is ring fenced. However, the Heritage Lottery Fund criteria are very onerous and it is important that all elements are fulfilled. The next stage will be reported more fully once the decision has been notified in writing

## 11. REPORT FOR DECISION – VENUES MARKETING

### **Recommendation**

That the committee notes the report and agrees that officers consult with the Messenger working party with regard to new venues promotional material before it comes back to this committee for approval

### **Purpose of the Report**

To update members on marketing activity for the venues.

### **Background**

Since Mrs Carole Berry has taken over as Direct Services Manager, she has been reviewing the marketing strategy for the venues and the customer base that currently uses the facilities.

Mrs Berry is undertaking a very proactive approach, particularly in these uncertain times when our customers may be reviewing their own requirements for venue facilities. One important tool to be developed is attendance at trade fairs, where there is the opportunity to try and widen the current geographical area of our customer base. This should build on the success already achieved by taking stands at wedding fairs and meeting potential customers face to face.

Another sector of potential users, which is felt to be currently underutilising our buildings, is the training sector and work will be starting shortly on identifying potential customers and constructing a marketing database.

To maximise the potential response from any sustained marketing, the marketing material which is used both in mailings to generate sales leads and as point of sale material for potential hirers to take away, needs to be replaced.

A considerable amount of work has already been done to develop new material, with professional photographs being taken to ensure that all material has the maximum "first glance" impact.

Also the requirement in terms of brochures and other printed material has been agreed in principle and much of the copy has been written.

Although officers are happy with what has been done in terms of marketing material to date they also recognise that for these documents to have the maximum impact a professional graphics designer will need to be commissioned to pull the elements together.

To assist officers in this, they feel that the Messenger working party would be a suitable group to review some of the more detailed final design concepts prior to them coming back to this committee for approval early in 2009.

Also in early 2009, the whole of the council will be have an opportunity to discuss the future direction and mechanism for marketing the venues at a forward planning session.

**Options Considered**

That the Committee decide if they support the Messenger working party being the mechanism by which design principles are developed prior to this committee giving their approval.

**Implications & Risks**

**Financial and Resource Implications**

Provision has been made for marketing the venues within this year's budget.

**Legal Implications and Legislative Powers**

The Local Government act 1972 s144 provides the Council with the power to provide and encourage the use of its conference facilities.

**Environmental Implications**

Officers are not aware of any environmental implications associated with this decision.

**Risk Assessment**

Officers are not aware of any risk implications associated with this decision.

**Crime and Disorder**

Officers are not aware of any issues the Council should consider under Section 17 of the Crime and Disorder act 1998.

**12. REPORT FOR DECISION – THE CRAMMER**

**Recommendation**

That the committee decides what approach they wish to take with regard to the collapsed Crammer Wall.

**Purpose of the Report**

To clarify what further action, if any, the committee wishes to take in respect of the collapsed wall abutting St James Church.

**Background**

As previously reported by officers, the collapsed wall, which abuts St James' Church, forms part of the church's land and therefore its repair is the responsibility of the church.

Since its collapse in February of this year, the area has been fenced off while initial discussions took place to determine its ownership and more recently how the repairs are to be funded.

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It has been determined, following a survey, that the wall around the remainder of the perimeter is in equally poor condition and therefore needs some attention urgently to stop this section of wall suffering the same fate as the church wall. The Town Council has built up a reserve to fund this work, and now the work has gone out to tender to determine how much it's going to cost.

Officers have been quite clear in their dealings with the church, insisting that it is up to them to find a solution to repair the collapsed section of wall. This is primarily because it is likely that the cost of repairing the Town Council section of wall will take the majority of the allocated budget and the cost of the work to the church will outstrip any grant provision the council currently has.

**Options Considered**

The committee needs to decide if

They wish officers to continue with the stance they are currently taking.

OR

They wish officers to take a different approach.

**Implications & Risks**

**Financial and Resource Implications**

Currently the financial position is not fully known but officers believe there will be little left in the budget once the council's element of the wall has been repaired.

**Legal Implications and Legislative Powers**

Should members wish to assist the Church, there are a number of powers in which the Town Council could do this.

**Environmental Implications**

The wall being in a state of collapse impairs the visual environment, although any other environmental considerations are the responsibility of the Church

**Risk Assessment**

Should the Council decide to take a more active role in the restoration of the church's wall it will need to be sure that it does not start a precedent for taking the repair of other high profile repairs.

**Crime and Disorder**

Officers are not aware of any issues the Council should consider under Section 17 of the Crime and Disorder act 1998.

**13. EXEMPT REPORT FOR INFORMATION – MATTER RELATING TO COMMERCIAL PROPERTIES**

**14. QUESTION TIME**

Members will be allowed a short period in which to put questions on matters within the remit of this Committee, which are not contained in the reports of matters formally, considered by the Committee at this meeting. The question may be answered at the meeting or may be referred back to the Committee at a later date. The question may not be the subject of any further details.