



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

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

**Date: 4 AUGUST 2009**

Time: Immediately following the Planning Committee Meeting

Venue: Council Chamber, Town Hall, Devizes

Enquiries: 01380 722160

Chairman      Councillor Mrs Evans  
                    The Town Mayor (Councillor Leighton)

Councillors:   Mrs Burton   Callow      Gudgeon  
                    Hopkins    Parsons    Smith  
                    A R Taylor   Mrs Winchcombe

## **AGENDA**

### **1. MINUTES**

To approve as a correct record and authorise the Chairman to sign the minutes of the special meeting held on the 7 July 2009, 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 2009 to July 2009 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 July 2009. There was one response of poor with regard to a buffet. This was due to the fact that the person running the event would have preferred a lighter healthy buffet, however, the event was organised and the buffet ordered by someone else. The person who ordered the food understood the nature of the buffet ordered.

**7. REPORT FOR INFORMATION – BUILDING CONDITION REPORT**

Regular room audits are being carried out in both the Town Hall and Corn Exchange to highlight any necessary repairs or maintenance issues.

The Corn Exchange Foyer, Ceres Hall and Merchants Suite (basement) are being redecorated in August. The heating & ventilation of the entire building is also being reviewed (for which we have earmarked reserves).

In the Town Hall, the Council Chamber chandelier is being cleaned, repaired and rewired and quotes have been obtained for installation of a hearing loop. The other chandeliers in the Assembly Room and Vestibule are also due for cleaning and repair.

Quotations have been received for repair and repainting of the staircase walls.

**8. REPORT FOR INFORMATION – THE OLD LOCK UP**

**Background**

Members agreed at the meeting of the Recreation & Properties Committee held on 23 June 2009 that a budget of £4000 would be made available for the completion of the lock-up project.

**Current Status**

Those works now completed include a new fire door constructed to fit in sympathetically with the lock up, making good the brickwork encasing the fire door and removal of the cisterns at the entrance to the lock up. The door furniture is expected to be fitted imminently.

Appropriate LED lighting (including emergency lighting) will be installed week commencing the 4<sup>th</sup> of August.

This will leave the sourcing of a manikin and fixtures that will fit in with the venue and create a certain atmosphere. This may include sound effects.

The intention is that the lock up will be available to groups, film sets, etc in early September 2009.

## 9. REPORT FOR INFORMATION – REGISTRATION OF COMMERCIAL PROPERTIES

### Background

Upon Local Government Reorganisation in 1974, the Town Council were conveyed ownership of its current portfolio of commercial properties. The fact that no deeds appear to be in existence for the properties prompted a decision to instruct our solicitor to register every commercial property with the land registry.

### Current Status

The attached list details the current status as follows;

PROPERTY	LAND REGISTRY REF
11/11a Sidmouth Street	WT278847
23 Sidmouth Street	WT273572
24 Sidmouth Street	WT272120
25 Sidmouth Street	WT278827
26 Sidmouth Street	WT278827
27 Sidmouth Street	WT273529
28 Sidmouth Street	WT278794
29/30 Sidmouth Street	WT279018
2 Albion Place	WT273589
1 Sheep Street	WT279018
13 Maryport Street	WT272119
18 The Brittox	WT279000
19 The Brittox	WT279000
1 Little Brittox	WT272121
2 Little Brittox	WT278967
3 Little Brittox	WT278967
Parnella House	WT255446

The registration of the following properties with the Land Registry is still in progress

1 Albion Place  
3 Albion Place  
14/15 Maryport Street  
26 The Brittox  
37 New Park Street

**10. REPORT FOR INFORMATION – BUDGETED VENUES INCOME**

At the meeting of the Recreation & Properties Committee on 23 June 2009, Councillor Parsons asked why the budget has been reduced by 20% for the Corn Exchange for this financial year whilst the Town Hall has been reduced by 8%. The Deputy Town Clerk advised that the figures would be checked and clarified at the next meeting.

Officers have checked the budgeted income figures, which were agreed by the full Council through the estimates and precepting process last autumn against the previous year.

The figures are as follows

**Town Hall**

	2008/09	2009/10	% increase
Room Hire	£26,000	£30,000	15%
Bar Income	£5,500	£5,500	0%
Sundry	£1,500	£2,000	33%
Catering	£6,000	£7,000	17%

**Corn Exchange**

	2008/09	2009/10	% increase
Room Hire	£80,000	£83,000	4%
Bar Income	£32,000	£32,000	0%
Sundry	£3,000	£3,500	17%
Catering	£15,000	£15,000	0%

Officers have checked the reports with regard to actual income against budget, which are correct. It is not clear how the misunderstanding has arisen, however, the Council have set an increased or neutral budgeted income for the Town Hall and Corn Exchange in all areas of trading activity.

**11. REPORT FOR INFORMATION – COMMUNITY BUILDING AT WINDSOR DRIVE**

The Community Building at Windsor Drive has now been handed over to the Town Council and is complete subject to a number of issues.

It had originally been anticipated that an electrical connection could be taken from the O2/Orange radio mast but this has not proved possible. Therefore a separate line has to be brought in by SEC and this work is imminent.

It is intended for the Allotment Association to have the ongoing use of the facilities and the building was opened by the Mayor and the Chairman of the Allotment Association, Albert Wooldridge on Sunday 19 July 2009.

**12. REPORT FOR INFORMATION – GREEN LANE RECREATIONAL AREA**

Following the decision of the committee to agree to the removal of the building, officers have been seeking quotations for the work to be undertaken.

At the time of the preparation of this agenda, two quotations have been received and a third is awaited.

There is no alternative but to remove the building because it is in dangerous repair, however, advice is being sought from the Planning Authority as to whether a new planning consent would be required were the council to put a new structure on site.

A full report on the future of the site will be brought to the next meeting of this committee in September.

**13. REPORT FOR INFORMATION – HILLWORTH PARK LOTTERY BID**

The stage 2 application for to the Heritage Lottery Fund's 'Parks for People' programme was submitted by hand at the Exeter offices on 29 June 2009.

The decision is likely to be known in mid December 2009.

In the meantime, officers are preparing the claim for the remaining development grant towards the preparations for the stage 2 submission.

**14. EXEMPT REPORT FOR INFORMATION – RELATING TO COMMERCIAL PROPERTIES**

**15. 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.