



Devizes Town Council

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RECREATION AND PROPERTIES COMMITTEE

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

Date: 22 AUGUST 2017

Time: Immediately following Planning Committee

Venue: Council Chamber, Town Hall, Devizes

Enquiries: 01380 722160

The Town Mayor: (Councillor Carter)

Chairman (Councillor Wooldridge)

Councillors:	Burton	S Evans	Geddes
	Giraud-Saunders	Gay	Greenwood
	Johnson	Parsons	Rowland
	Shaw		

AGENDA

1. MINUTES

To approve as a correct record and authorise the Chairman to sign the minutes of the meeting held on 11 July 2017 and which have been circulated alongside 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. 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

Documents will be issued under separate cover.

6. REPORT FOR INFORMATION – VENUES - CUSTOMER SATISFACTION FEEDBACK, VENUES OCCUPANCY FIGURES & MARKETING INFORMATION

An excellent start was made on the weddings brochure in June and it became clear new images were needed of some of the rooms. A photography shoot of the Cheese Hall, Council Chamber and Corn Exchange was completed by Resolution Design as part of their retainer package. We now have a bank of good imagery that can be used in both brochures, website and other marketing material.

Once the photography shoot was completed this meant Resolution Design could finalise the design of the new look Weddings brochure by prepping the images and making final copy amends. This has all now been completed and brochures have been printed. A PDF copy is available on the website and on the Town Hall Facebook Page.

Resolution Design have made a preliminary start on the Conferences brochure and this will be finalised and printed before the end of August. The website has been updated and further changes will be made to reflect the new designs. External and internal banners have been designed and these will be produced shortly.

Officers will be presenting the new brochure and website at a wedding fair in September to be held at the Corn Exchange.

As the online and printed brochure has now been revamped, officers will be working with Resolution Design to look at set and measure key performance indicators (KPIs).

7. REPORT FOR INFORMATION – ALLOTMENTS

The purpose of this report is to advise Committee about the current level of vacant plots and the number of residents wishing to take them on.

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Vacant Plots are as follows

Location	Vacant Plots	Those on the waiting list who have stated a preference
Green Lane	3	1
Windsor Drive	6	5
Quaker Walk	2	3
No Preference		5
Total	11	14

Currently the demand for allotments is being met by the rolling turnover of plots. Traditionally this is the time of year when the demand for allotments drop off as we are coming to the end of the summer growing season. In the spring there will be an upsurge in demand as some residents decide to try and grow their own produce.

Each site is formally inspected four times a year with action taken against those who do not maintain their plots.

In the past if demand for plots has dropped off, unlet plots have been grassed over; however, at this time demand and supply are in equilibrium so there are no plans to do this.

There are no significant issues with any of the sites.

8. REPORT FOR INFORMATION – FIRE RISK ASSESSMENTS FOR COMMERCIAL PROPERTIES

Officers have commissioned a local firm of fire consultants to review the level of risk of harm to human life, due to fire, within its commercial property portfolio.

The company currently undertake the annual fire risk assessments of the Council's venues, ensuring that we follow best practice and our systems are compliant with legislation.

In terms of the commercial properties, the consultants will review what fire management arrangements each property has in place and how the property conforms with current building regulations, however it should be noted that legally, due to the age of the buildings in the portfolio, some of the regulations may not mandatorily apply.

As the committee will appreciate, following the Grenfell Tower fire, there has been a significant increased demand for risk assessments on properties and therefore we are advised it will take up to 6 months to complete all the inspections.

Officers have written to all commercial property tenants to advise them of our intention to carry out the work and have attached a copy of the schedule for information (Doc 8/1).

As the assessments are received, they will be presented to members who will need to decide what action they wish to take.

9. REPORT FOR INFORMATION – BELVEDERE & NEWLANDS WOODS

During week commencing the 31 July agents acting for the Merchant Venturers cleared the woods of rough sleepers and the majority of rubbish.

The work triggered the start of a rolling five year lease which transfers the responsibility for the maintenance of the wood to the Town Council. It will also provide an opportunity for the area to be opened up to the public by creating a woodland walk.

Work will not start in creating the woodland walk until later in the year therefore currently the wood is being checked daily to ensure the rough sleeper do not return.

It is hoped the Braeside School will help with the project.

10. REPORT FOR DECISION – THE CHEQUERS/PENNY BANK IMPROVEMENTS

Recommendation

That the committee reviews recommendations for improvements to The Chequers/Penny Bank by the working party and authorises them to commence the project.

Purpose of the Report

To agree The Chequers Working Party recommendations to progress the improvements to the areas.

Background

At the last meeting of this committee, the Chequers Working Party was reconvened and asked to progress the project and include The Penny Bank within its remit. Since that meeting, the working party have met and reviewed the work undertaken prior to the project being paused.

Resulting from that working party meeting, the following improvements have been agreed and the committee are asked to review them and authorise the project to be progressed.

The recommended improvements are as follows;

Lower Section

Walling:

- Replace broken castellation stones and repoint with lime mortar.

Paving:

- Lift current stones and set aside for reuse.
- Dig out and lay sub base suitable for taking pedestrian traffic.
- Relay stones at original level in a random pattern to reflect the current style.

Hedging:

- Privet in the centre, between the lower and upper sections to be removed.
- Laurel to the left of the site (against the Chequers walkway) to be removed.
- Laurel hedge to the right of the site to be cut back to 18" depth and to follow the height of the wall behind

Flower Border

- Border to the front of the site be retained as is currently
- New border to be installed where the privet hedge was.
- New border to be placed where the laurel hedge has been removed. The border could be sensory or have shrub planting to give all round interest

Upper Section

Paving: Paving –

- Lift current stones, dispose of any broken concrete paving and retain any reusable stone
- Dig out and lay sub base suitable for taking pedestrian traffic
- Lay stones that were originally around the base of the Market Cross in a random style to match lower sections.

Hedging:--

- Laurel to the right of the site to be cut back to 18" depth and to follow the height of the wall behind

Flower Borders

- Existing flower borders to be retained, as is.

Benches: There was a view that the area could take more benches, some of which should be placed in shady corners. If budget allows, the utilitarian bench on the top level should be replaced with something more in keeping.

Bins: Again if possible the bins should be replaced with metal ones that meet the corporate style.

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It was felt that whilst the area is widely used by many people to sit and rest or take a break from their work places, it also attracts drinkers who sit in corners that have tall hedges by them. By opening the site up, as was done in Hillworth Park, it is hoped that it will be less vulnerable to any anti-social behaviour.

Penny Bank

Remains of damaged tree

- Tree stump to be removed, being careful to cause as little damage as possible.
- Existing paving around to tree area to be re-laid flat at the same level as other areas.
- Circular bench to be removed and benching to be reviewed after work complete

Options Considered

The committee needs to decide if it agrees the project proposal as set out by the working party or wishes to ask the working party to consider any amendments this committee may have for the scheme.

The committee must instruct the working party if it wishes them to deliver the project.

Implications and Risks

Financial and Resource Implications

Currently an earmarked reserve of £25,750 is held for this project.

Legal Implications and Legislative Powers

The Council will be considering this matter under its General Power of Competence.

Environmental Implications

Officers are unaware of any environmental implication for the Council associated with this decision.

Risk Assessment

Officers are unaware of any risk implication for the Council 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.

11. REPORT FOR DECISION – DEFIBRILLATORS

Recommendation

That the Council takes on responsibility for publicly accessible defibrillators provided for the town by Devizes Lions Club.

Purpose of the Report

To agree the responsibility for the public defibrillators in Devizes.

Background

Earlier in the year, the Lions Club started a programme to provide publically accessible defibrillators across the town centre for use in emergencies. The initiative follows on from the two defibrillators installed by Councillor Bridewell as part of Mayoral year's fund raising. When the project is completed in a few weeks, everyone within the town centre should be no more than 200m from a device, which is the distance the ambulance service uses to determine if they are to advise if one is to be used.

The Town Council has already started to work, in partnership with the Lions Club, in providing daily checks for three of the machines.

The defibrillators have now been registered with the Great Western Ambulance Service and as part of that registration there has to be an organisation who has responsibility for them. The Lions Club feel that whilst they were happy to purchase the equipment, install them and provide spare pads, they do not feel they have the resources to manage them on a day to day basis and therefore have asked if the Town Council will take over responsibility for them.

The responsibility will involve.

- Daily inspection, (currently undertaken)
- Replacement pads should they be used or go out of date (£70.00 each)
- Replacement batteries as and when they fail
- To make the decision what to do if one is stolen or damaged beyond repair

Options Considered

The committee needs to decide if they wish to take on responsibility for the town centre defibrillators from the Lions Club.

Implications and Risks

Financial and Resource Implications

The financial and resource implications for the Council associated with this decision are set out in the report.

Legal Implications and Legislative Powers

The Council will be considering this matter under its General Power of Competence.

Environmental Implications

Officers are unaware of any environmental implication for the Council associated with this decision.

Risk Assessment

Officers are unaware of any risk implication for the Council 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 – ALLOCATION OF SECTION 106 MONEY TO THE GREEN LANE PROJECT

Recommendation

That the committee agrees to ring-fence the Section 106 receipt received in respect of Elm Tree Close for the Green Lane Playing Field Improvement Project.

Purpose of the Report

To agree the ring-fencing of a Section 106 receipt for the Green Lane Project.

Background

At its meeting of the Full Council in the 11 July it was agreed that the Town Council would take ownership and provide the ongoing maintenance of a public open space provided as part of the new development at Elm Tree Close.

As part of the transfer, the developer of the open space, will provide a Section 106 payment in the region of £37,000.

Whilst this funding is intended to compensate the Council for any costs it incurs in maintaining the site, this cost is almost de-minimis when taken as part of the Council's open spaces budget, therefore it is recommended that year on year its cost are included within the parks and open spaces budget.

On the 27 June the Town Council agreed that officers could progress the project to improve sporting facilities at the Green Lane Playing Field and that is now underway. The Town Council's initial financial commitment, which will be support by further grant funding, will be £50,000 which could be partly met from the Section 106 receipt rather than from the precept.

Both the Elm Tree Close project and the Green Lane Project will deliver good quality open spaces for the community, however the Green Lane project will need a significant initial funding commitment which could be from the Elm Tree Closes 106 receipt as it does not have the same initial funding commitment.

Options Considered

The Committee needs to decide if it agrees that the Section 106 receipt for the Elm Tree Close Project should be ring-fenced for the Green Lane Project or if the full balance of the Town Council's funding commitment for the Green Lane project should come for the 2018/19 precept.

Implications and Risks

Financial and Resource Implications

The financial implications are set out in this report.

Legal Implications and Legislative Powers

The Council will be considering this matter under its General Power of Competence.

Environmental Implications

Officers are unaware of any environmental implication for the Council associated with this decision.

Risk Assessment

Should the council not make financial provision for the Green Lane improvement project, the project would not be deliverable.

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 – RELATING TO COMMERCIAL PROPERTIES

14. QUESTION TIME

A short time is allowed at the discretion of the Chairman for councillors to ask questions on matters which are not on the current agenda but which are related to matters which have been previously discussed on an agenda relevant to the committee.

At least 24 hours' notice must be given to officers of the intended question. All other matters should be raised on an agenda and the request should be submitted through the Town Clerk

DEPUTY TOWN CLERK