



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: 10 April 2018

Time: Immediately following Planning Committee

Venue: Council Chamber, Town Hall, Devizes

Enquiries: 01380 722160

The Town Mayor: (Councillor Carter)

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

AGENDA

1. MINUTES

To approve as a correct record and authorise the Chairman to sign the minutes of the meeting held on 27 February 2018 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 are issued alongside.

6. REPORT FOR INFORMATION – VENUES OCCUPANCY FIGURES & MARKETING UPDATE

The planned Wedding Extravaganza organised jointly with the Hen House and held at the Town Hall was an extremely successful and well attended event. More than 200 prospective brides, grooms and families attended and, as hoped, it was a fantastic way to market the venues. We received numerous wedding and celebration enquiries on the evening and have a number of live enquiries currently being worked on.

We have successfully recruited to the new Sales and Marketing Officer position. Lucinda Brent has a strong history of sales and marketing and will be starting in April.

7. REPORT FOR INFORMATION – KEY PERFORMANCE INDICATORS

The Key Performance Indicators indicate that enquiries converted in February remain consistent with previous months. Again, as in previous months, those enquiries made by repeat or local customers form the majority of bookings and none of those enquiries made through other websites (Guide for Brides etc) were converted. Officers have begun to look at how these enquiries are handled and this will be handed onto the new Sales and Marketing Officer to pursue.

Whilst it is the end of the financial year, officers will not be presenting a year-end Key Performance Indicator report as not enough data has been gathered yet. A full year report will be presented in September 2018 and a further report will be produced in March 2019.

8. REPORT FOR INFORMATION – PARK CAFÉ PERFORMANCE

Due to the closeness of the year end, this information will be brought to the next meeting.

9. REPORT FOR INFORMATION – CAFÉ REFURBISHMENT

The café refurbishment has been completed and the café was open to customers on Good Friday, in time for the Easter school break. This included the installation of a bespoke counter, designed and built by the Open Spaces Team, creating an opening where the counter was and the installation of a new shutter and dishwasher.

Officers are now working on the introduction of a new hot food range and ways in which to reduce waste.

10. REPORT FOR INFORMATION – BELVEDERE WOODS

Belvedere Woods were officially opened by the Mayor, Councillor Nigel Carter on Friday 2nd March. Despite the snow and icy winds, the opening attracted more than twenty members of the community, councillors and CUDS members.

11. REPORT FOR INFORMATION – CHEQUERS REDEVELOPMENT AND TENDER PROCESS

At the meeting of this committee held on 27 February 2018, members were informed that Gaiger Design & Construction had submitted the successful tender in respect of the forthcoming redevelopment of the Chequers.

A start date of Tuesday 8th May 2018 has been agreed with the contractor with an expectation that the works will be completed within 4 weeks of commencement.

A recent site meeting with the contractor identified any works that would be undertaken by the Parks and Open Spaces Team in advance of the redevelopment works.

Businesses in the immediate vicinity of the Chequers have been informed of the start date and the duration of the redevelopment. The main affected business however will be closing down in the next few weeks. Officers will make contact with the new business owners should they take up occupancy of the premises before the works take place.

12. REPORT FOR INFORMATION – TREE SURVEY

Officers have instructed Bawdens to carry out surveys on trees sited in Hillworth Park and on both the large and small Greens.

13. REPORT FOR INFORMATION – WATERING AND SUPPLY OF BASKETS CONTRACT

Following a comprehensive process, which attracted the interest of five companies, the three year contract for the watering and supply of baskets and plants has been awarded to ID Verde.

Superior Plants, under the management of Tony Archer, felt unable to fulfil the contract this time round. ID Verde currently supply plants and watering services to a number of local councils, including Salisbury, Westbury and Warminster. Their plants are grown by Bournemouth City Council who have an exemplary reputation in this area.

Officers have met with Ian Spanswick of ID Verde to discuss our full requirements and are confident they will be met. They will work alongside ID Verde for this first year to ensure a full handover is completed.

14. REPORT FOR INFORMATION - GREEN LANE PLAYING FIELD DEVELOPMENT

As reported at the meeting of the Planning Committee, officers have been working on the first stage of the improvements to improve the sporting facilities at Green Lane and it is hoped that planning permission will be submitted very shortly.

It is an aspiration that the facility will be a hub for multi-sport hub but at this stage no other plans, other than football, have been put forward. The partners we have had initial discussions with are the Budo club, who may wish to build a new dojo on the site but currently do not have sufficient funds and the archery who are yet to put forward a proposal other than to set out the space needed for a range.

Whilst the initial element of the development plan is football centric, as there is currently an opportunity to secure Football Foundation Grant Funding, the Town Council's element of the project will deliver changing facilities that all users of the site can share.

The element of the project that will see the Football Association relocate its County Headquarters to Devizes is not funded through the Council but has opened up funding for an all-weather playing surface, which all sectors of our community will have access to.

Should the Budo Club wish, at some time in the future, to develop a dojo on the site the changing facility has been designed to ensure that the new building can be added to the western elevation.

To understand what type of longer term funded facility through Archery GB may have, officers have had discussions with Mr Arran Coggan a development officer for the sport who applauded the current plans for the site, believing they would enhance the local Bowman's use of the site as at this time there was no funding available to develop archery centric facilities.

Circulated along site this agenda is the Design and Access statement for the planning application.

15. REPORT FOR DECISION – GREEN LANE DEVELOPMENT

This item has been placed on the agenda by Councillor Wooldridge

Recommendation

That the Committee recommends that this project goes to a Council working party with all interested parties present. This will enable the interested sports clubs to be involved.

Purpose of the Report

This has been brought to the Council as it is not in the interest of the residents of Devizes. The plan and designed layout only has the interest of the football association who are funding the majority of the project. It has several safety problems if this plan goes ahead. The council has only been involved twice and this project has been officer lead.

This project started out to be a multi-sports facility to include the young and old of all sports

Background

The clubs have always understood that this would be developed as a multi-sports facility to include the young football teams, archery etc, The first meeting held early in 2016 this meeting was attended by three members of the youth football, one member of Devizes football club, one member Wiltshire FA, four members of Devizes Bowman, which I was one of, two members of Devizes Budo Club and two officers of Devizes town council. Following this meeting I was informed that there were too many people present. I was asked not to attend. At this time I didn't know that there would not be any councillors present at these meetings.

After some time the meetings were only between officers and the FA.

Options Considered

The committee needs to decide how they want officers to respond to Devizes Bowman.

Implications and Risks

Financial and Resource Implications

The majority of the current phase will be funded through the FA with a small element coming from Town Council and a Section 106 sports field agreement.

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.

16. REPORT FOR DECISION – APPOINTMENT OF VENUES' NOMINATED CATERERS

Recommendation

That the committees agrees to continue the principle that hirers of Town Council venues must purchase catering from the nominated caterers list and that officers are authorised to undertake the appointment or reappointment of caterers to that list at the end of the current contractual period.

Purpose of the Report

To confirm the Committee agreement to continue with a scheme of nominated caterers for the Council's venues

Background

The current three year Nominated Caterer agreement comes to an end in September 2018. Historically, the nominated caterer agreement lasts for a three year period and officers are keen to begin the process to ensure up to three catering companies are in place by mid-September.

Initially, the new tender will be advertised in the local press, on social media and the Town Council website. Catering companies will be invited to tender and then complete a comprehensive document which asks them to provide thorough details of their businesses. Caterers must be able to demonstrate they have an infrastructure which can cope with regular orders; have current food safety certificates; correct insurance and an ability to provide set menus within the Town Council's price parameters.

Successful companies will be invited to an interview where they will be asked to supply examples of the food they would be offering. Candidates will also be asked to bring a selection of crockery and cutlery to demonstrate the quality of the service they provide.

As laid out within the Town Council Standing Orders, a member will be invited to the opening of the tenders.

Options Considered

The Committee needs to decide to agree to authorise officers to seek and appoint up to four suitably qualified caterers to the Council Venues' nominated catering list.

Implications and Risks

Financial and Resource Implications

Budgeted venues income for 2018/19 financial year was agreed at Full Council on 14th December based on the current catering supply model. Should the Committee decide to change the model, this may have an impact on catering income.

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.

17. REPORT FOR DECISION – SOUTH WEST IN BLOOM

Recommendation

That the committee agree not to enter the regional In Bloom competition, South West in Bloom this year.

Purpose of the Report

For the committee to agree to take a year out of South West in Bloom this year.

Background

Devizes Town Council and the Devizes in Bloom Committee have been entering the regional South West in Bloom (SWIB) competition for a number of years, consistently winning a Gold award. Three years ago the town dipped to a Silver Gilt, however, regained Gold again in the past two years.

When Devizes failed to win the gold award, the SWIB judges helped enormously in identifying areas to improve the town. Out of this advice the Clean Up Devizes Squad (CUDS) was born; schools were targeted with innovative and appropriate local competitions, including the Scarecrows on the Roundabout; community groups have received advice and assistance and businesses have been engaged with the Floral Trail. Furthermore, the Devizes in Bloom Committee has grown in size and influence and the local competition has become more popular every year.

Conversely, the SWIB committee and the overall competition has become less influential and less effective. No advice and information is now offered to local groups as it was in previous years. The annual launch event, which was a vehicle for the SWIB committee to talk about the competition, ways to be successful and pass on any other relevant news, is now a series of long talks by irrelevant, if interesting, bodies. The SWIB judges are pulled from Devon and Cornwall and the focus at all events is very much on these locations, with Wiltshire running a very poor third.

As members are aware also, the competition takes an enormous amount of officer's hours to co-ordinate. With the challenges facing the Town Council as assets are transferred from Wiltshire Council, officers feel their time could be better spent elsewhere.

Finally, it must be noted that, whilst it is enormously satisfying for officers and members to receive a gold award, this does not have an impact on the local economy as many people are unaware of the competition. What does have an impact are the tubs, hanging baskets, scarecrows, clean verges and tidy, weed free streets. Thanks to the direction of members and the work of local community groups such as CUDS and Devizes in Bloom, these will remain.

Options Considered

The committee needs to decide to take a year out of South West in Bloom this year.

Implications and Risks

Financial and Resource Implications

There would be a number of savings made if we did not enter the competition. There is a cost for the general administration of the competition and lieu time is gained by officers and members of the Parks and Open Spaces team as they work overtime to ensure the Town is well presented.

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

As identified in the report, the most visible and impactful services which are associated with South West in Bloom would remain.

Crime and Disorder

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

RECREATION & PROPERTIES COMMITTEE
10 APRIL 2018

- 18. EXEMPT REPORT FOR INFORMATION – RELATING TO COMMERCIAL PROPERTIES**
- 19. REPORT FOR DECISION – RELATING TO COMMERCIAL PROPERTIES**
- 20. 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

ADMIN & FINANCE MANAGER