



Devizes Town Council

www.devizes-tc.gov.uk

RECREATION AND PROPERTIES COMMITTEE

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

Date: 11 December 2018

Time: Immediately following Planning Committee

Venue: Council Chamber, Town Hall, Devizes

Enquiries: 01380 722160

The Town Mayor: (Councillor Geddes)

Councillors:	Carter	Corbett	S Evans
	Gay	Greenwood	Johnson
	Parsons	Rose	Rowland
	Shaw	Wooldridge	

AGENDA

1. ELECTION OF CHAIRMAN

To elect a Chairman of the Committee for the remainder of the municipal year 2018/2019.

2. MINUTES

To approve as a correct record and authorise the Chairman to sign the minutes of the meeting held on 13 November 2018 and which have been circulated alongside the agenda.

3. APOLOGIES FOR ABSENCE

4. 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.

5. 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

6. REPORT FOR INFORMATION – VENUES INCOME FIGURES

Documents are issued under Doc 5/1-3, [Link is here](#).

7. REPORT FOR INFORMATION – VENUES OCCUPANCY FIGURES, MARKETING UPDATE AND CUSTOMER SATISFACTION

The Sales and Marketing Officer oversaw a professional photoshoot in the Assembly Room, which centred on weddings. The shoot brought together models, florists, dress designers, photographers and make-up artists and the images created are of an extremely high quality and show the venue off superbly. The images have been gifted to us to use free of charge to reflect the fact that the venue was provided for nothing.

The images from the photoshoot have already been accepted by a wedding website and the accompanying editorial will highlight our venue. The Sales and Marketing Officer has now begun to create the next round of adverts, which will use the shots and has plans to update the website and brochures accordingly.

Alongside this, the officer has been continuing to target businesses and has been finalising the Christmas Party, which is to be held on the 15th of December in the Assembly Room. She has also been in contact with a number of customers who, having booked their private functions or weddings with us, have heard nothing in the intervening months. These large scale bookings could have been lost without this intervention.

Having become more familiar with the way the venues work and gaining understanding their potential, the Sales and Marketing Officer has suggested opportunities for hirers on how the venues may meet their needs. Using this lateral approach has resulted in two bookings being secured, where in the past they would have been lost another venue.

It is clear to the management team that having a Sales and Marketing Officer within the venues team has help to secure new customers and opened up further opportunities for generating revenue for the Corn Exchange and Town Hall.

Customer satisfaction survey is attached here ([Doc 6/1](#))

8. REPORT FOR INFORMATION – KEY PERFORMANCE INDICATORS

The Key Performance Indicators show that November was a busy month across both venues, with the Ceres Hall achieving high capacity thanks to a number of large fairs and concerts.

The conversion rate remained steady at 46%, which is testament to the officers who have continued to oversee bookings whilst performing their own roles and inducting Poppy Godfrey into her new role as Venues Administrator.

The conversion rate statistics show that we received two enquiries for fairs in the Ceres Hall. Happily, one sole trader has booked a number of antiques and collectable fairs, which are already proving to be successful. It is hoped these will become a regular booking.

Again, the highest proportion of enquiries and bookings were corporate, that is meetings, conferences and AGMs etc. Although, there were a small number of wedding enquiries, traditionally, January is the time when prospective brides and grooms begin to look at wedding venues for the coming year. The Sales and Marketing Officer will be targeting this sector heavily at the end of this year and the beginning of next.

Statistics are set out [here](#) (Doc 7/1)

9. REPORT FOR INFORMATION – CHRISTMAS LIGHTS

The Lantern Parade and Christmas Lights Switch On was a great success on Friday 30th November, with many members of Town Council staff working during the evening to make sure the event went smoothly.

Officers are extremely pleased with the two Christmas trees from Yattendon Estates, the new supplier this year and will be happy to use them again next year.

Likewise, the lights around the Crammer have been very well received by members of the community. These lights will be switched off after Christmas, however they are designed to be left in situ as moving them can damage them. Therefore they will be ready to be used for other occasions if needed.

10. REPORT FOR INFORMATION – PENNY BANK

Due to the fact that this area forms part of the Christmas display in the Town the renovation of this area has been put on hold until January 2019.

At the end of first week in January the Christmas display, the circular seat and stones around the tree roots in the Penny Bank will be removed. On 15 January 2018, Ian Pocock, tree surgeon will remove the tree and grind out the stump to the required depth. Immediately thereafter the contractor will erect Haras fencing, dig out and remove additional

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remaining slabs, install a new sub-base, supplying and laying stone paving to the area.

Three groundwork contractors were approached, two provided quotations.

The quotation from D C Excavation Ltd from Stockley, Calne was accepted by officers. The quotation was the most competitive, utilising reclaimed stone to match that in the Chequers. Verbal references have been sought by officers for the quality of work undertaken by D C Excavations Ltd.

11. REPORT FOR INFORMATION – ALLOTMENT QUESTIONNAIRES

A questionnaire was despatched to all allotment holders at the Quakers Walk allotment site at the same time as requests for payment of the allotment fee were despatched in early September 2018.

27 questionnaires were received back from Quakers Walk allotment holders.

20% of those questioned stated that site security could be improved.

89% of allotment holders felt that the current rent offered good value for money.

85% also felt that the majority of allotments were in good order.

93% of respondents rated the sites as good or satisfactory whilst 97% felt that the Town Council administered the sites to a satisfactory or good level.

When asked if allotment holders would be prepared to take part in a 'clean-up day', 93% stated that they would.

When given the opportunity to give general comments these were as follows:-

2 Skips per year please – no green waste in skips

Problem with Dog fouling on site

Ban Weedkiller, Pesticides and Slug pellets

Discourage use of plastic

Theft of crops

Change padlock numbers regularly

More water troughs

Swivel padlock number when leaving site

Delivery of manure to site

Better lock and light by the gate

Composting toilet

Cut back trees alongside the site

Maintain path ways

New Housing development

12. REPORT FOR DECISION – ARCHERY AT GREEN LANE PLAYING FIELD

Recommendation

That the committee agree that officers can negotiate with Devizes Bowmen to improve archery facilities at Green Lane Playing Field.

Purpose of the Report

To review the Council's aspiration for the second phase of improvements for Green Lane Playing Field.

Background

As identified in an earlier report, planning permission for the first phase of improvements at Green Lane Playing Field has now been granted. Whilst the first phase will provide changing rooms, toilets and a clubroom space that all users of the site to enjoy, many other aspects of the project are football- orientated as a reflection of the grant funding that will support the facilities.

Devizes Bowmen, the local archery club for the Devizes Area, would like to see further improvements to the site which will provide them with an opportunity increase participation in the sport locally. Circulated alongside this agenda is their development proposal. Link is here (Doc8).

It would be too early for the Council to agree the proposal in full at this stage but it provides a good starting point for the project.

Officers would advise that any sublease of the site would need to be tied to the agreed improvement delivery strategy that is to be substantively funded through grants secured via Devizes Bowmen.

Before any final decision is made how the site will be developed for archery use, the proposal will be brought back to this committee.

Options Considered

The committee needs to guide officers on the future development of the site.

Implications and Risks

Financial and Resource Implications

At this time, officers are unaware of any financial or resource implication for the Council associated with this decision

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.

13. REPORT FOR DECISION – SERVICE DEVOLUTION AND ASSET TRANSFERS FROM WILTSHIRE COUNCIL

Recommendation

That the Committee forms a working party to advise officers on the Council's aspirations for service standards to support devolved services and transferred assets taken on from Wiltshire Council.

Purpose of the Report

To form a working party to advise officers on service standard aspirations the Council has for devolved services and transferred assets, taken on from Wiltshire Council.

Background

At a Special Full Council meeting on Tuesday 27 of December 2018, the proposed details of the package of assets transfers and services devolutions that will be put to Wiltshire Council was agreed. Whilst the Council has signed a confidentiality agreement with Wiltshire Council which prevents at this time any financial information be shared in the public domain, the principle of what will be transferred is not covered under the same exempt restriction.

Should the package be accepted by Wiltshire Council's Cabinet in January, Devizes Town Council will become responsible for services and assets on the 1st April 2019, and therefore preparation needs to be commenced as soon as practicable.

In delivering new services and managing new assets, officers are looking for some clear guidance from members to understand the Council's service standard expectations and future aspirations. To facilitate the guidance, the committee is asked to form a working party of four to work with officers. As the project progresses, this committee will be asked to endorse the working party' recommendations.

Options Considered

The committee needed to decide if it wishes to appoint a working party to support officers to understand the Council's service standard aspirations for delivering new services and managing new assets

Implications and Risks

Financial and Resource Implications

Financial and resources implications for the current service standard have been provided to the Full Council, under an exempt report. Officers have made some assumptions for budgeting purposes but future aspiration need to be allowed for.

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.

14. REPORT FOR DECISION – GREEN LANE PROJECT

Recommendation

That the Committee notes the progress to date for the Green Lane Project and authorise officers to continue to the tender and grant application stage.

Purpose of the Report

To authorise officers to progress the Green Lane Project

Background

Planning permission for the improvements to the Green Lane Playing fields were agreed on Thursday the 29 November, allowing the project to move forward.

The next stage of the project is to secure grant funding for its delivery. The grant application has to include an accurate assessment of the costs to deliver the project and therefore we have to undertake a full tender process.

To achieve this officers are looking to continue to work with the current architect to tender the scheme in preparation for submitting the funding application and therefore officers are seeking consent for the following:

- *To retain the current Architects.* Barclay Philip Architects were appointed up to the planning stage under a complete tender. They have advised their ongoing fees structure will be in-line with the original tender. It is officer's view that to change architect at this

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crucial point would add significant delays and potentially increase the cost of the project.

- *To appoint a Structural Engineer.* This would be done through a simple quotation process
- *To appoint a SAP Assessor (Energy Efficiently Advisor).* Given the specialist nature of this work, the Committee can authorise that a standing order for seeking quotations and tenders can be waived.
- *To appoint a project manager.* Specialist support may be needed for the project
- *To appoint “All Weather Surface” consultants.* The delivery of the all-weather surface is through an appointed Football Foundation contractor and therefore we are bound to use the contractor
- As the project progresses officers will need to assess the need for other consultations.

Options Considered

The committee needs to decide if it agrees the appointment of consultations as set out in the report.

Implications and Risks

Financial and Resource Implications

Budgetary provision has been made for the works and will be included within the substantive grant application to the Football Foundation which will be made in early 2019.

Legal Implications and Legislative Powers

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

Environmental Implications

The ongoing environmental implications will be assessed by the appointed consultants during the final design and quotation period.

Risk Assessment

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

Crime and Disorder

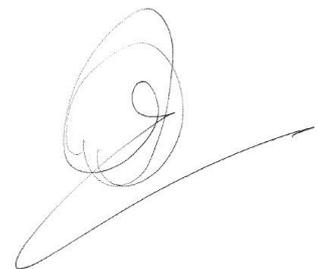
Officers are not aware of any issues the Council should consider under Section 17 of the Crime and Disorder act 1998.

15. **EXEMPT REPORT FOR INFORMATION – RELATING TO COMMERCIAL PROPERTIES**
16. **EXEMPT REPORT FOR INFORMATION – COMMERCIAL PROPERTY PORTFOLIO MANAGEMENT REPORT**
17. **EXEMPT REPORT FOR DECISION – MR B GROVES**
18. **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

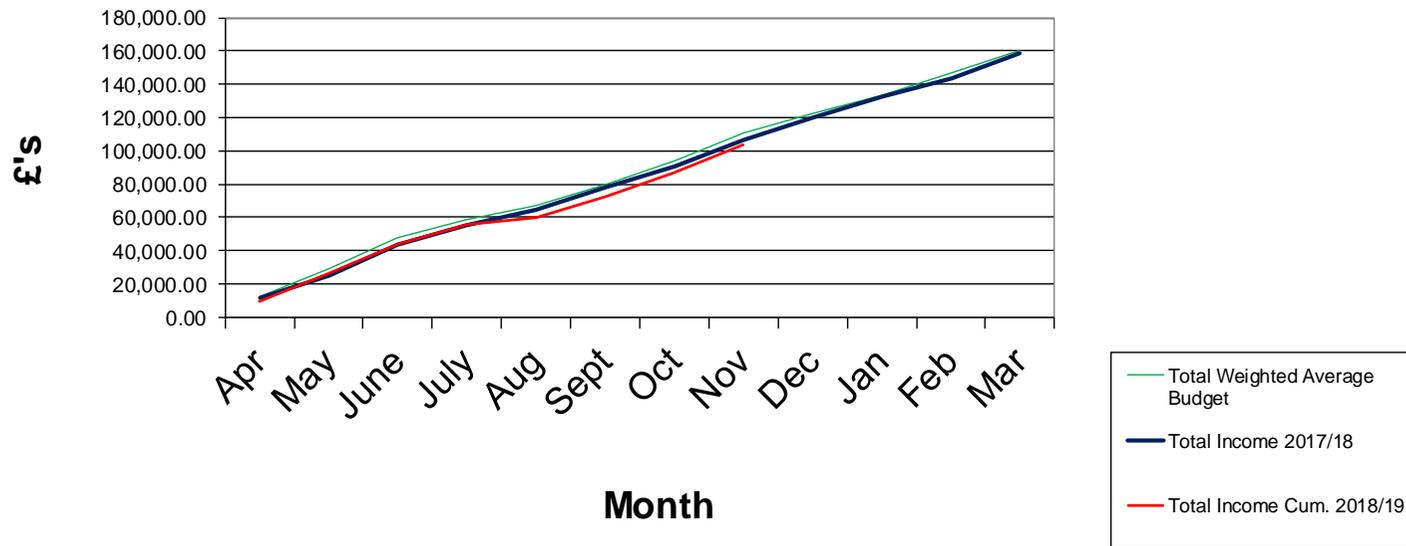
TOWN CLERK

A handwritten signature in black ink, consisting of a large, stylized 'S' or 'G' shape with a long horizontal stroke extending to the right.

VENUES CUMULATIVE INCOME 2018-19

	Apr	May	Jun	Jul	Aug	Sep	Oct	Nov	Dec	Jan	Feb	Mar
TH Weighted Average Budget	3,441.75	7,858.49	13,147.29	16,860.69	19,511.40	22,418.35	27,373.47	33,013.35	35,961.11	38,467.12	42,433.17	45,990.62
TH Income 2017/18	2,971.83	6,427.27	13,403.40	17,871.82	20,389.12	23,998.45	28,438.95	34,743.93	39,350.95	42,135.78	44,913.03	48,960.09
TH Income Cum. 2018/19	3,914.73	9,882.44	15,625.04	18,415.14	19,330.72	23,880.07	27,912.01	32,864.51				
CE Weighted Average Budget	9,450.21	21,156.74	34,246.25	41,603.96	47,308.94	57,038.23	66,210.69	77,907.11	86,584.16	95,096.51	104,726.69	114,000.00
CE Income 2017/18	8,357.90	18,637.63	30,459.50	37,741.28	44,072.93	53,817.58	62,246.67	71,908.83	80,715.27	90,205.07	98,750.78	109,721.72
CE Income Cum. 2018/19	6,029.96	16,267.73	28,465.56	37,067.60	41,051.35	48,298.48	59,265.95	71,111.83				
Total Weighted Average Budget	12,891.96	29,015.23	47,393.54	58,464.65	66,820.34	79,456.58	93,584.16	110,920.46	122,545.27	133,563.63	147,159.86	159,990.62
Total Income 2017/18	11,329.73	25,064.90	43,862.90	55,613.10	64,462.05	77,816.03	90,685.62	106,652.76	120,066.22	132,340.85	143,663.81	158,681.81
Total Income Cum. 2018/19	9,944.69	26,150.17	44,090.60	55,482.74	60,382.07	72,178.55	87,177.96	103,976.34				
Total Income Mthly. 2018/19	9,944.69	16,205.48	17,940.43	11,392.14	14,844.02	11,796.48	14,999.41	33,003.86				

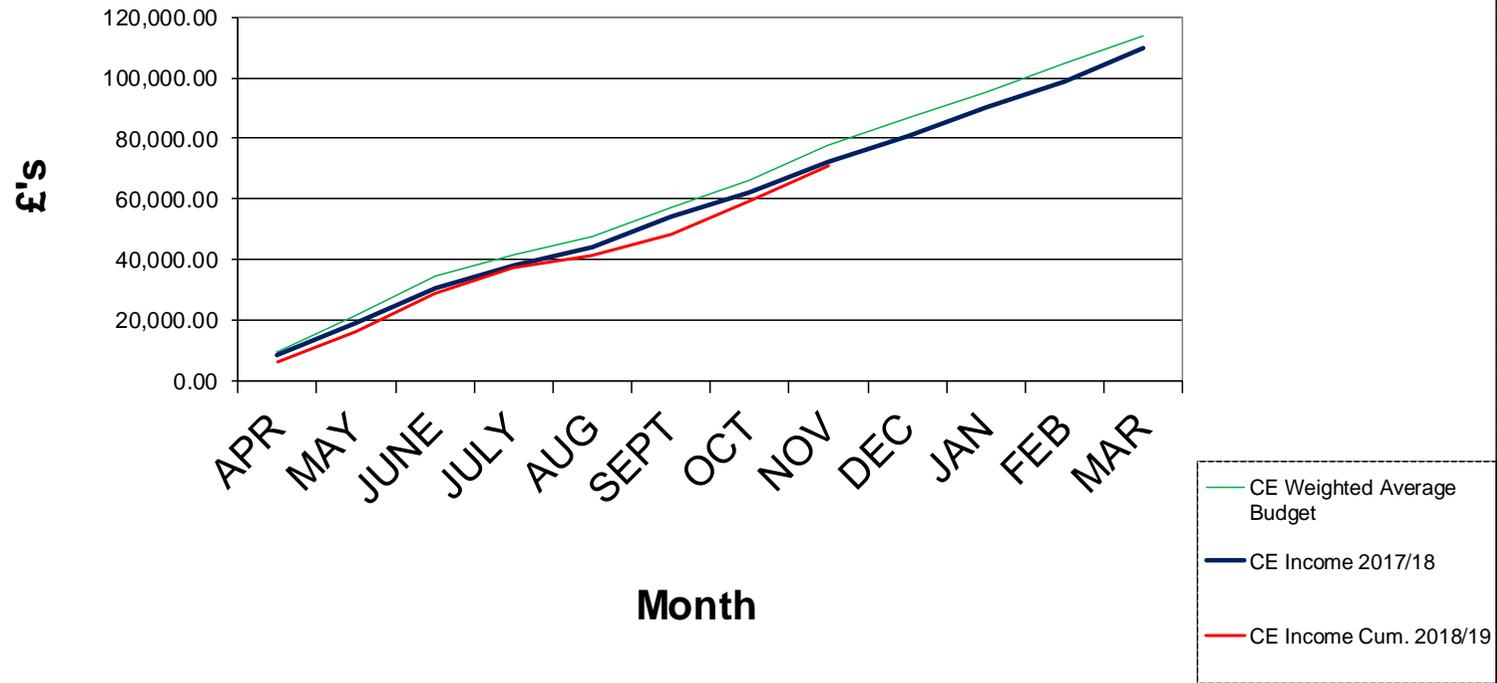
Town Hall and Corn Exchange Cumulative Monthly Income



CORN EXCHANGE CUMULATIVE INCOME 2018-19

	Apr	May	Jun	Jul	Aug	Sep	Oct	Nov	Dec	Jan	Feb	Mar
CE Budget	9,450.21	21,156.74	34,246.25	41,603.96	47,308.94	57,038.23	66,210.69	77,907.11	86,584.16	95,096.51	104,726.69	114,000.00
CE Income 2017/18	8,357.90	18,637.63	30,459.50	37,741.28	44,072.93	53,817.58	62,246.67	71,908.83	80,715.27	90,205.07	98,750.78	109,721.72
CE Income Cum. 2018/19	6,029.96	16,267.73	28,465.56	37,067.60	41,051.35	48,298.48	59,265.95	71,111.83	0.00	0.00	0.00	0.00
CE Income Mthly. 2018/19	6,029.96	10,237.77	12,197.83	8,602.04	10,013.71	7,247.13	10,967.47	11,845.88	0.00	0.00	0.00	0.00

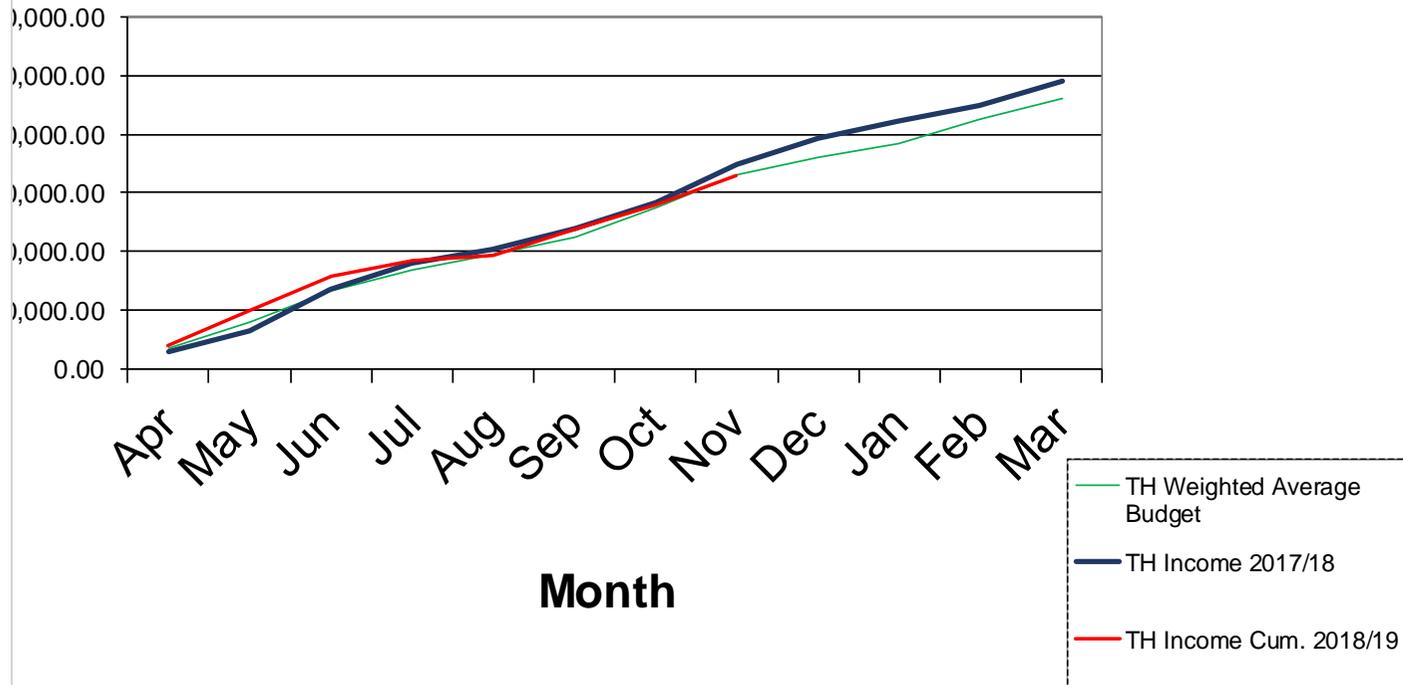
Corn Exchange Cumulative Monthly Income



TOWN HALL CUMULATIVE INCOME 2018-19

Apr	May	Jun	Jul	Aug	Sep	Oct	Nov	Dec	Jan	Feb	Mar
3,441.75	7,858.49	13,147.29	16,860.69	19,511.40	22,418.35	27,373.47	33,013.35	35,961.11	38,467.12	42,433.17	45,990.62
2,971.83	6,427.27	13,403.40	17,871.82	20,389.12	23,998.45	28,438.95	34,743.93	39,350.95	42,135.78	44,913.03	48,960.09
3,914.73	9,882.44	15,625.04	18,415.14	19,330.72	23,880.07	27,912.01	32,864.51	0.00	0.00	0.00	0.00
3,914.73	5,967.71	5,742.60	2,790.10	4,830.31	4,549.35	4,031.94	4,952.50	0.00	0.00	0.00	0.00

Town Hall Cumulative Monthly Income

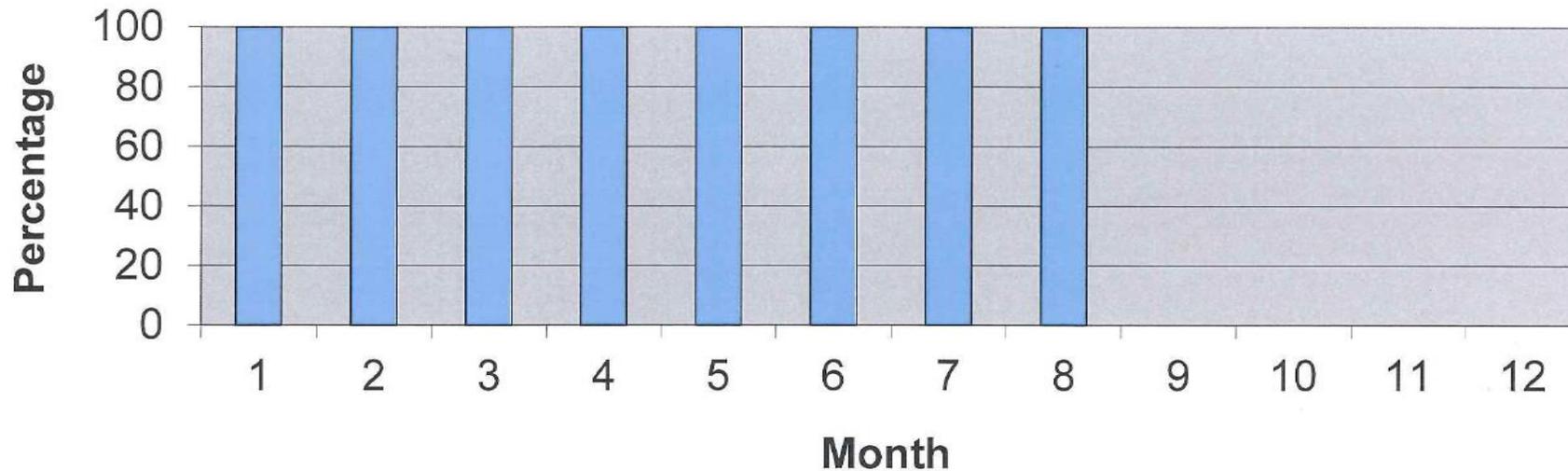


Monthly Comparisons
 2018-19

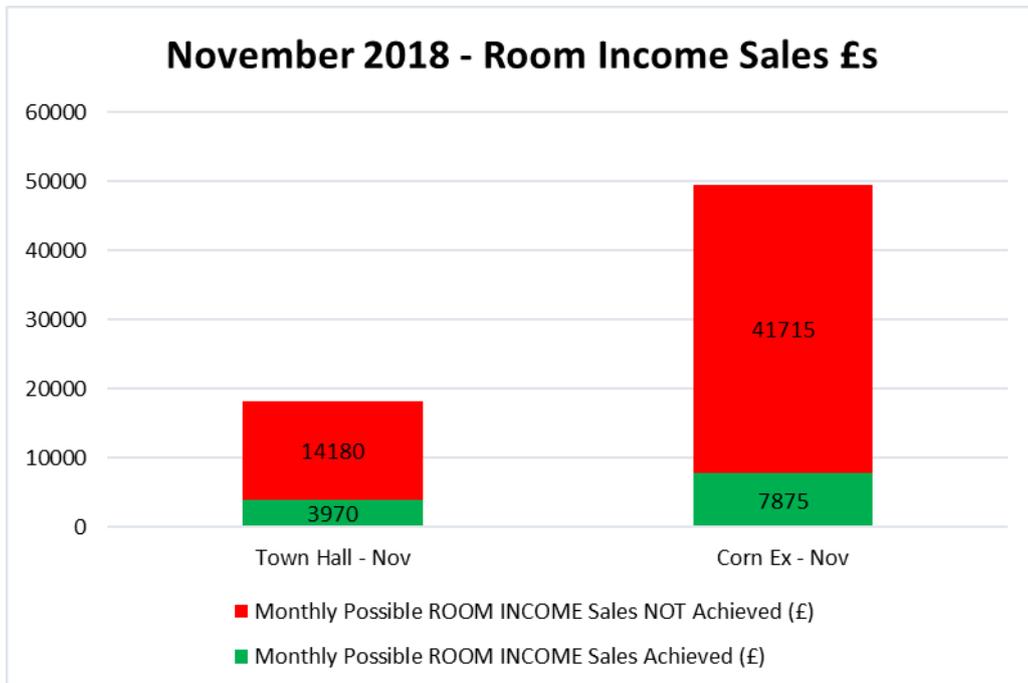
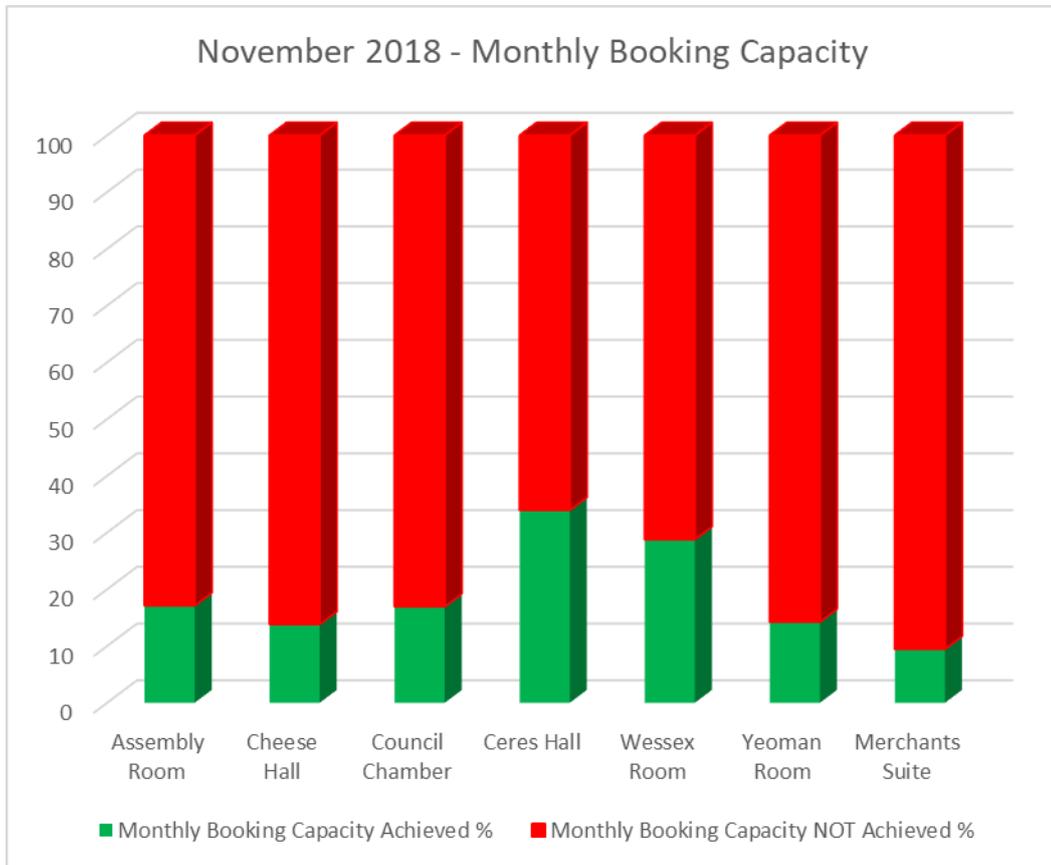
	Apr	May	Jun	Jul	Aug	Sep	Oct	Nov	Dec	Jan	Feb	Mar
Average Percent	100	100	100	100	100	100	100	100				

1 returns	Excellent	Good	Average	Poor	Very Poor	Good or Excellent
How was your booking experience	2	2				100.00%
Do you feel that your requirements were understood	3	2				100.00%
On arrival how were you greeted	3	2				100.00%
Were you given information regarding the layout	3	2				100.00%
Were the facilities suitable and comfortable	5					100.00%
Was your meeting room serviced appropriately	5					100.00%
If you ordered a buffet, please let us have your opinion	1	1				100.00%
						100.00%

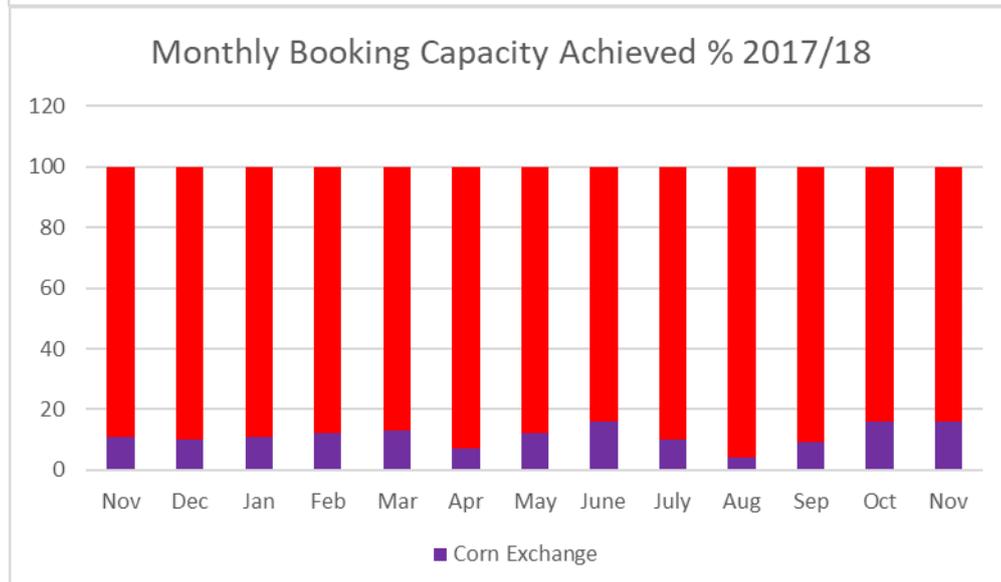
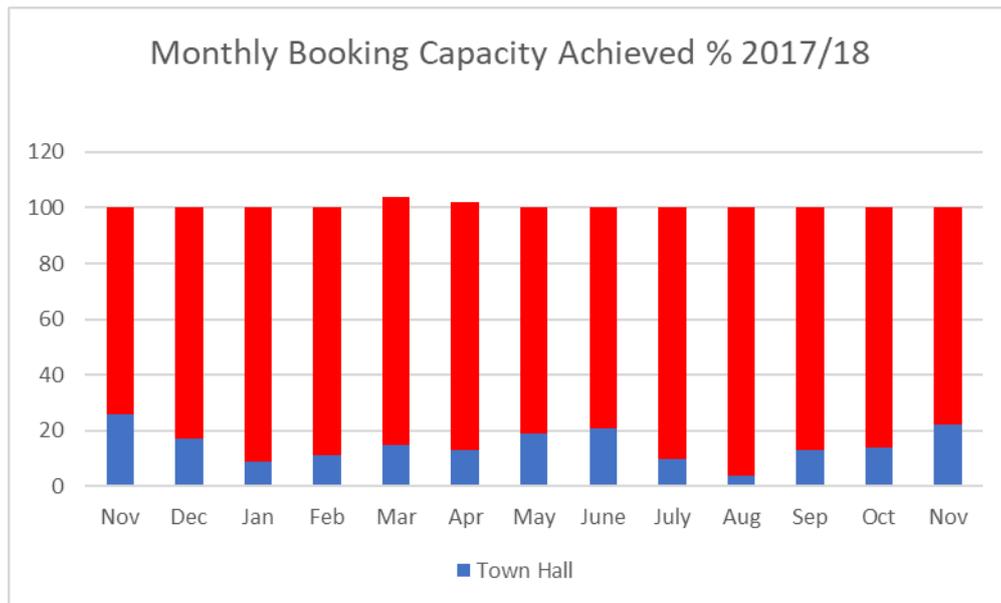
Overall Satisfaction as a Percentage 2018 - 19



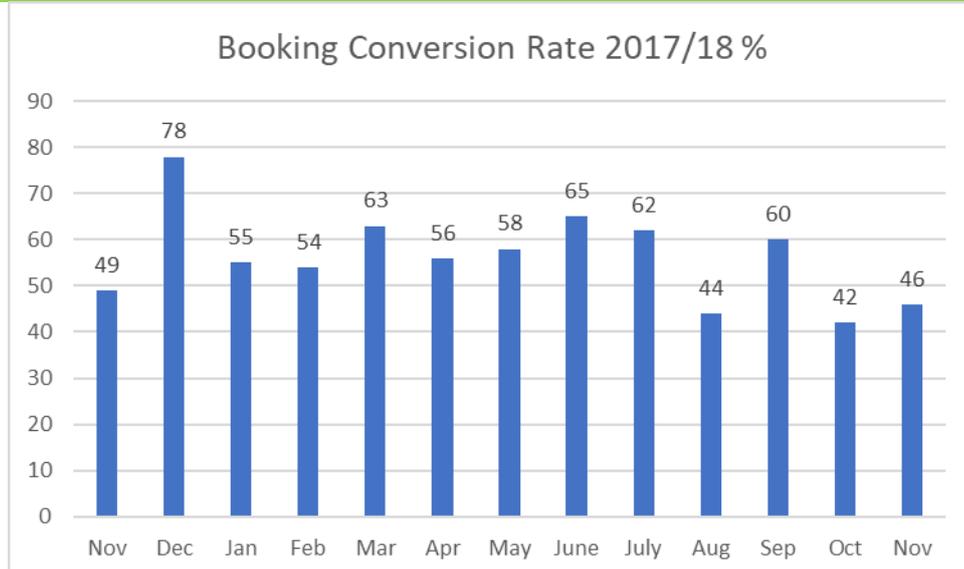
RFI – VENUES Key Performance Indicators November 2018



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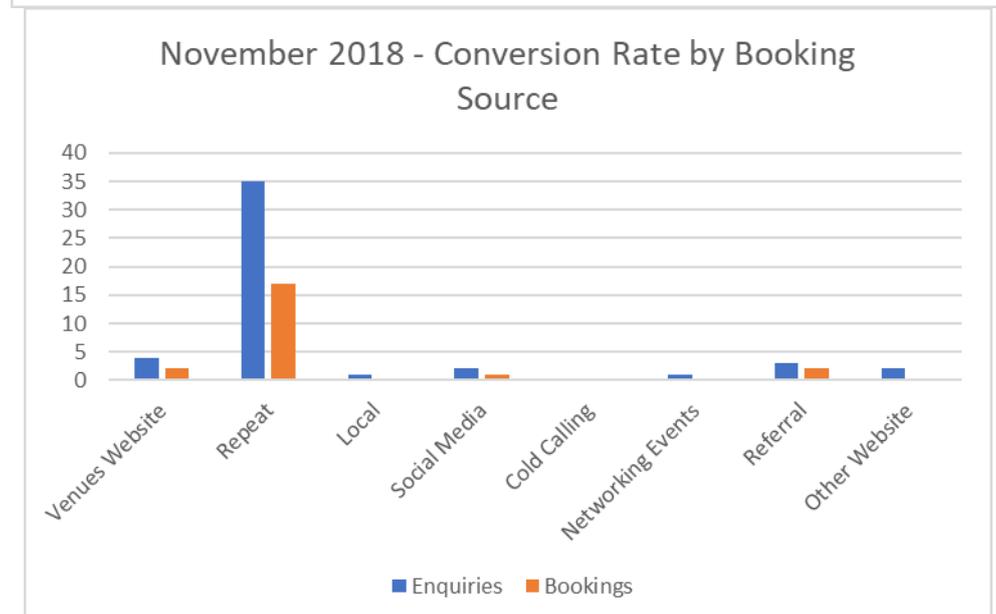
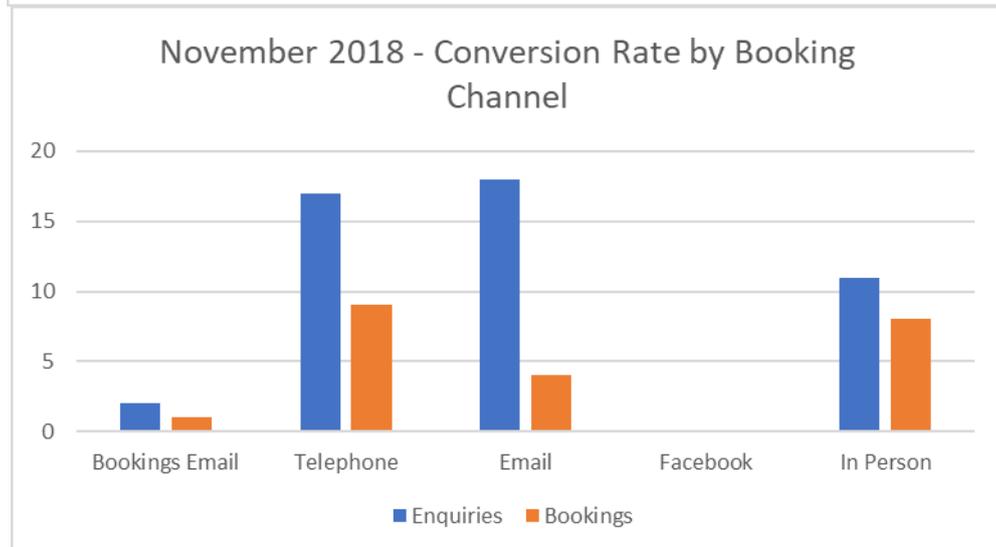
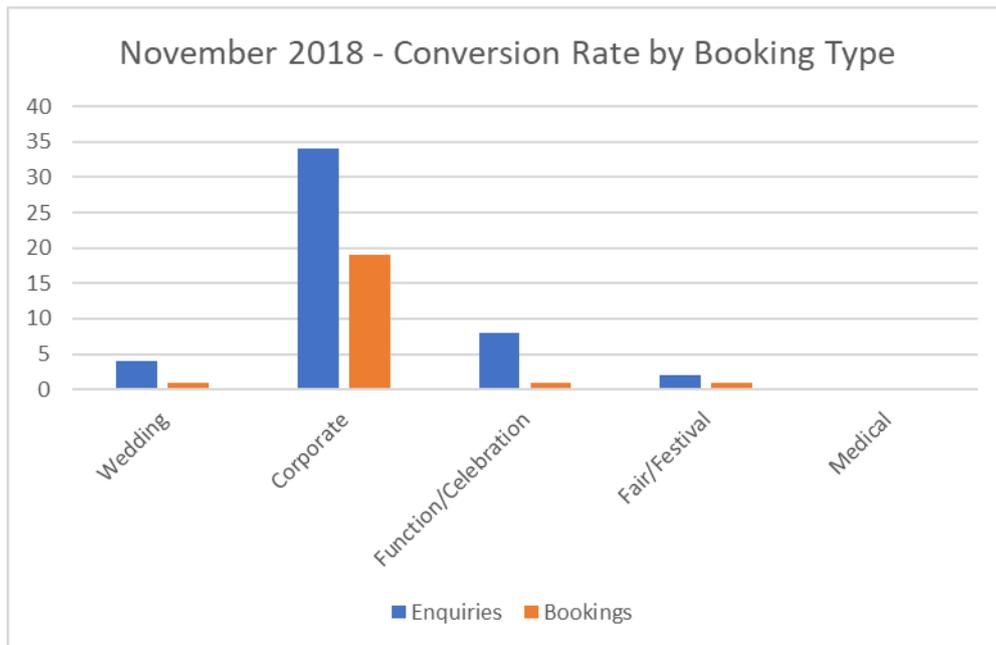


NOVEMBER 2018 CONVERSION RATE – 46%

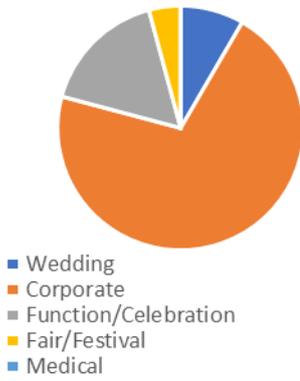


*These conversion rates are based on the months in which the enquiries are made and are accurate at time of reporting. Enquiries are often converted in following months. To correctly reflect this, a financial year end conversion rate report will be presented to members.

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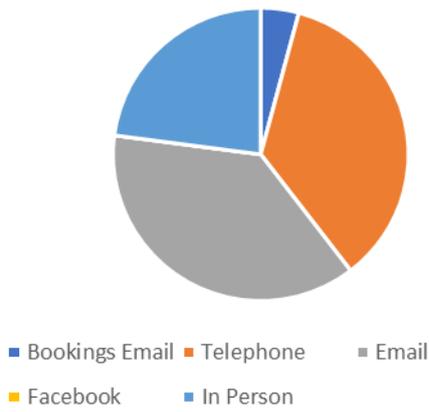
Enquiries - By Booking Types



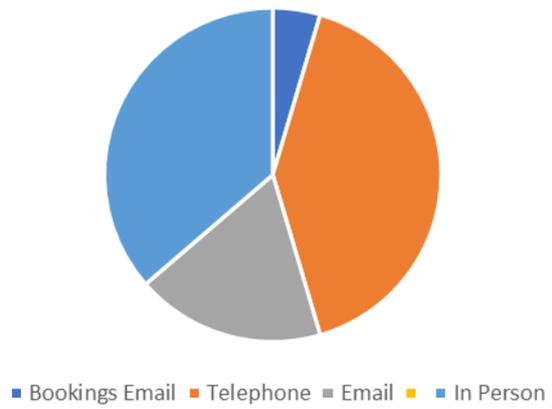
Bookings - By Booking Type



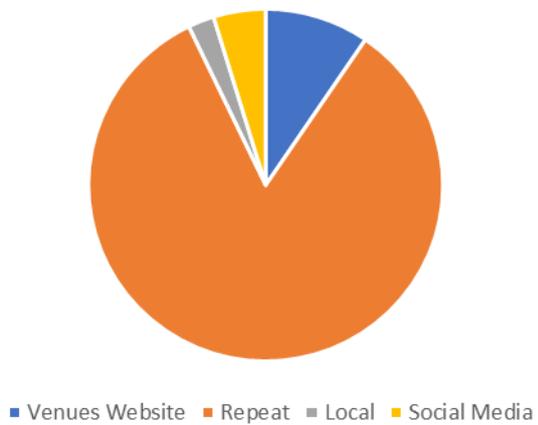
Enquiries - By Booking Channel



Bookings - By Bookings Channel



Enquiries - By Booking Source



Bookings - By Booking Source

